



AGENDA ENFIELD TOWN COUNCIL REGULAR MEETING

**Monday, November 17, 2014
7:00 p.m. – Council Chambers**

1. **PRAYER – Greg Stokes**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL.**
4. **FIRE EVACUATION ANNOUNCEMENT.**
5. **MINUTES OF PRECEDING MEETINGS.**
 - **Special Meeting – November 10, 2014**
 - **Regular Meeting – November 10, 2014**
6. **SPECIAL GUESTS.**
7. **PUBLIC COMMUNICATIONS AND PETITIONS.**
8. **COUNCILMEN COMMUNICATIONS AND PETITIONS.**
9. **TOWN MANAGER REPORT AND COMMUNICATIONS.**
 - **Energy Strategy Report**
10. **TOWN ATTORNEY REPORT AND COMMUNICATIONS.**
11. **REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.**
 - **Enfield High School Renovation Building Committee**
12. **OLD BUSINESS.**
 - A. **Appointment(s) - Town Council Appointed.**
 1. **Ethics Commission (Alternate)** – A Vacancy Exist for a Regular Member (R). Replacement Would be Until 10/31//2014.(Tabled 12/06/2010)
 2. **Ethics Commission (Alternate)** – A Vacancy Exist Due to the Regular Appointment of Ben Ide (U). Replacement Would be Until 10/31/2015.(Tabled 12/06/2010)
 3. **Connecticut Water Company Advisory Council Enfield Representatives-**
A Vacancy Exist Due to a Resignation (R). Replacement Would be Until 01/01/2016. (Tabled 04/16/2012)

4. **Connecticut River Assembly** – The Term of Office of William Garner, Regular (D) Expired on 01/12/2013. Reappointment or Replacement Would be Until 01/12/2016. (Tabled 02/04/2012)
5. **Area 25 Cable Television Advisory Committee** - The Term of Office of William St. George (I) Expired 06/30/2012. Reappointment or Replacement Would be Until 06/30/14. (Tabled 04/15/2013)
6. **Ethics Committee**- A Vacancy Exists Due to the Three Consecutive Terms of Kenneth Varriale (U). Replacement Would Be Until 10/31/2015.(Tabled 10/21/13)
7. **North Central District Health Department Board of Directors, Enfield Representative** – A Vacancy Exists Due to the Resignation of David Wawer (R), Replacement Would Be Until 06/30/2016. (Tabled 01/06/14)
8. **Enfield Revitalization Committee**- The Term of Office of Kelly Davis (D) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017. (Tabled 04/21/14)
9. **Enfield Revitalization Committee**- The Term of Office of Robert LeMay (D) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017. (Tabled 04/21/14)
10. **Zoning Board of Appeals**- A Vacancy Exists Due to the Resignation of Jake Keller (R). Replacement Would be Until 12/31/2015. (Tabled 04/21/14)
11. **Area 25 Cable Television Advisory Committee**- The Term of Office of Stephen Moriarty (U) Expired 6/30/2014. Reappointment or Replacement Would be Until 6/30/2016. (Tabled 09/15/2014)
12. **River Valley CT Central Regional Tourism District** - The Term of Office of Gertrude Dorous (D), Expired 06/30/14. Reappointed or Replacement Would be Until 06/30/2016. (Tabled 09/15/2014)
13. **Commission on Aging** - A Vacancy Exists Due to the Resignation of Mary Vosburgh (U). Replacement Would be Until 12/31/2016. (Tabled 10/20/2014).
14. **Clean Energy Committee**- A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018. (Tabled 11/17/2014)
15. **Clean Energy Committee**- A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018. (Tabled 11/17/2014)
16. **Clean Energy Committee**- A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018. (Tabled 11/17/2014)

B. Appointment(s) - Town Manager Appointed/Council Approved.

1. **Housing Code Appeals Board (Alternate)** - The Term of Office of Constance P. Harmon (R) Expired on 05/01/2001. Replacement Would be Until 05/01/2016. (Tabled 05/07/2001)
2. **Housing Code Appeals Board (Alternate)** - The Term of Office of Lawrence P. Tracey, Jr. (R), Insurance, Expired 05/01/2006. Replacement Would be Until 05/01/2016. (Tabled 05/01/2006)
3. **Building Code Appeals Board** – A Vacancy Exist for Contractor (D), Expired 11/01/2004. Replacement Would be Until 11/01/2016. (Tabled 11/25/2004)
4. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement Would be Until 11/01/2016. (Tabled 10/16/2006)
5. **Fair Rent Commission** – The Term of Office of Samuel McGill (D), Expired 06/30/2008. Replacement Would be Until 06/30/2016.
6. **Fair Rent Commission** – The Term of Office of William Fausel, (D), Tenant Expired 06/30/2011. Reappointment or Replacement Would be Until 06/30/2015. (Tabled 01/17/2012)
7. **Fair Rent Commission** – The Term of Office of Louise Halle, Tenant, Expired 06/30/2011. Reappointment or Replacement Would be Until 06/30/2015. (Tabled 01/17/2012)
8. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Howard Coro, (D). Replacement Would be Until 11/01/2018. (Tabled 02/04/2013)
9. **Fair Rent Commission** – The Term of Office of Robert Stefanik (D), Homeowner Expired 06/30/2013. Reappointment or Replacement Would be Until 06/30/2015. (Tabled 07/01/2013)

C. Discussion: Establish Community Center Study Committee. (Develop Charge and Appoint Members) (Tabled 01/05/2009)

D. Discussion: Disposition of Town-Owned Surplus Personal Property.

E. Discussion: Discussion of Acquisition of 350 Enfield Street, Connecticut Water. (Tabled 05/28/2014)

F. Discussion/Resolution: Resolution Regarding the Referral to Planning and Zoning Commission for the Proposed Discontinuance of a portion of the ROW for Neelans Road. (Tabled 10/06/2014)

G. Discussion: Higgins Park on the Green (Tabled 11/10/14)

13. NEW BUSINESS.

A. Consent Agenda – Action.

B. Appointment(s)–Town Council Appointed.

1. **Planning and Zoning Commission:** A Vacancy Exists for an Alternate Position (R). Replacement Would be until 12/31/2015.

C. Appointment(s) – Town Manager Appointed/Council Approved.

1. **Building Code Appeals Board-** The Term of Office of Gary Sullivan, Engineer Expired on 11/01/2014. Reappointment of Replacement Would be Until 11/01/2019.

14. ITEMS FOR DISCUSSION.

A. **Consent Agenda – Review.

2. **Discussion/Resolution:** Request for Transfer of Funds for Postage for Town Manager \$1045.20.
3. **Discussion/resolution:** Request for Transfer of Funds for Town Clerk Historical Documents Preservation Grant \$7,500.

B. Appointment(s) - Town Council Appointed.

1. **Cultural Arts Commission-** A Vacancy Exists Due to the Resignation of Michael Waterhouse (U). Replacement Would be Until 05/31/2016.

C. Appointment(s) – Town Manager Appointed/Council Approved

- D. ****Discussion/Resolution:** Resolution Authorizing the Town Manager to Enter Into Agreement with Bay State Textiles.
- E. ****Discussion/Resolution:** Resolution Accepting the Revised Zoning Enforcement Inspector/Property Maintenance Inspector Job Description.
- F. ****Discussion/Resolution:** Resolution Authorizing the Town Manger to Enter Into Agreement with East Central Narcotics Task Force.

16. PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.

17. COUNCILMEN COMMUNICATIONS.

18. ADJOURNMENT.

* REMOVE FROM AGENDA
 ** MOVE TO MISCELLANEOUS
 *** WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, NOVEMBER 10, 2014**

The Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, November 10, 2014 at 5:30 p.m.

ROLL-CALL - Present were Councilors Arnone, Cekala, Deni, Hall, Kaupin, Lee, Mangini, Stokes and Szewczak. Councilor Edgar arrived at 5:32 p.m. Councilor Bosco was absent. Also present were Town Manager Matthew Coppler, Assistant Town Manager Derrik Kennedy, Town Attorney Kevin Deneen, Director of Public Safety Christopher Bromson, Chief of Police Carl Sferrazza, Deputy Chief of Police Gary Collins, Captains of Police Fred Hall and Jeffrey Golden, Town Clerk Suzanne Olechnicki.

MOTION #2900 by Councilor Stokes, seconded by Councilor Mangini to go into Executive Session to discuss Matters Concerning Security Strategy or the Deployment of Security Personnel, or Devices Affecting Public Security, Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2900** adopted 9-0-0 and the meeting stood recessed at 5:31 p.m.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 5:32 p.m.

ROLL-CALL - Present were Councilors Arnone, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Mangini, Stokes and Szewczak. Councilor Bosco was absent. Also present were Town Manager Matthew Coppler, Assistant Town Manager Derrik Kennedy, Town Attorney Kevin Deneen, Director of Public Safety Christopher Bromson, Chief of Police Carl Sferrazza, Deputy Chief of Police Gary Collins, Captains of Police Fred Hall and Jeffrey Golden, Town Clerk Suzanne Olechnicki.

Chairman Kaupin recessed the Executive Session at 6:55 p.m., reconvened the Special Meeting at 6:56 p.m. and stated that during Executive Session, Matters Concerning Security Strategy or the Deployment of Security Personnel, or Devices Affecting Public Security, Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

ADJOURNMENT

MOTION #2901 by Councilor Stokes, seconded by Councilor Hall to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2901** adopted 10-0-0 and the meeting stood adjourned at 6:57 p.m.

Suzanne F. Olechnicki
Town Clerk/Clerk of the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, NOVEMBER 10, 2014**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, November 10, 2014. The meeting was called to order at 7:08 p.m.

PRAYER – The Prayer was given by Councilor Lee.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Arnone Cekala, Deni, Edgar, Hall, Kaupin Lee, Mangini, Stokes and Szewczak. Councilor Bosco was absent. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Derrik Kennedy; Town Clerk, Suzanne Olechnicki; Town Attorney, Kevin Deneen; Chief Technology Officer, Paul Russell

FIRE EVACUATION ANNOUNCEMENT

Chairman Kaupin made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #2902 by Councilor Mangini, seconded by Councilor Hall to accept the minutes of the October 20, 2014 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2902** adopted 9-0-1, with Councilor Arnone abstaining.

MOTION #2903 by Councilor Deni, seconded by Councilor Mangini to accept the minutes of the October 20, 2014 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2903** adopted 9-0-1, with Councilor Arnone abstaining.

SPECIAL GUESTS

There were no special guests this evening.

PUBLIC COMMUNICATIONS & PETITIONS

Charles Woods, 11 Westerly Drive

Commended the Town for the good work being done on the roads. He noted the only problem relates to the manhole covers, which can damage vehicles. He questioned why they can't feather the tar around the manhole covers while the road work is being

done and the blacktop is still soft. He requested the Town consider having DPW go out and feather the blacktop around the manhole covers.

Mr. Woods stated there are only two towns in Connecticut that have school security guards. He stated his belief it would be more effective to harden the schools and control entries.

He concluded stating he has lots of questions about some of the ethics in town. He stated his belief those in power know they will not get in trouble if they violate the code of ethics.

Lucien LeFavre, 54 Kimberly Drive

Stated after paving was done on Eileen Road, the level of the road is lower than the driveways, and in some cases vehicles get hung up as they enter driveways. He went on to state his belief they were suppose to put in curb drains in this area. He noted some of the storm drains are set in deep, and it appears some people on Kimberly Drive may have problems entering their driveways.

Mr. LeFavre noted Hazardville Water did do a second paving on the upper end of Kimberly.

Robert Tkacz, 5 Enfield Terrace

Stated he has been inventorying year books. He noted when he visited Enfield High School, they took his identification and would not return it to him. He stated he wanted to see the policy regarding this, but he didn't see one. He noted he saw someone using a key to enter a back door at the high school after hours, and he feels that should not be happening. He stated his belief security is public information because the public should know how money is being spent. He stated his belief one guard won't stop an incident in a school.

Mr. Tkacz stated Enfield Street School is probably the best polling place because the other polling locations require a long walk.

COUNCILOR COMMUNICATIONS & PETITIONS

Councilor Mangini reminded everyone to remember veterans tomorrow.

She stated December 13th is Wreaths Across America, and anyone wishing to buy a wreath may find forms in the Town Clerk or Town Manager's office.

Councilor Mangini recognized town employees - John Morrisette, a Paramedic Lieutenant completed his first marathon in Atlantic City on October 19th and his goal was eight minutes in a five-mile pace, and he was not far off. Canine Officer, Chris Dufresne and Bruin competed at the national level recently in North Carolina and out of 109 canine teams, they placed 47th. Bruin is now a nationally certified canine.

Councilor Arnone thanked all veterans. He requested the Town do more to help publicize Veterans' Day Parades.

He requested an update about addressing manhole cover issues.

Councilor Szewczak agreed that manhole cover issues have to be addressed.

Councilor Cekala thanked veterans for their service.

She stated the beam for the new Fermi wing at Enfield High School is ready for signatures.

Councilor Deni stated the Veterans' Day Parade was great yesterday.

He stated manhole covers have to be addressed. He added the fencing issue at the Barnard School also has to be addressed.

Councilor Deni stated he was not in favor of placing Falco, the Enfield Police Canine, with the police officer who was dismissed.

Councilor Edgar stated his hope the lighting in Thompsonville is being addressed.

He disagreed about the voting convenience at Enfield Street School. He feels the voter entrance should be in the front of the school.

Councilor Edgar stated he also disagrees with the way Police Canine, Falco, was placed. He stated his belief a decision should have been made after the arbitration case was completed.

Councilor Hall thanked her father for his 20 years of military service. She also thanked her husband and son, who are also veterans. She further thanked Councilmen Deni, Edgar and Stokes for their military service.

As concerns school security, Councilor Hall stated a document was emailed to the Council, which breaks down a lot of the hardening costs that have been done to the schools. She noted that document can be obtained through the Town Manager. She pointed out a lot of hardening is going on.

Councilor Hall stated it was an amazing Veterans' Day Parade, and she noted she was honored to be able to march in it. She thanked all those who worked so hard to put on this parade.

MOTION #2904 by Councilor Lee, seconded by Councilor Szewczak to suspend the rules to address under Miscellaneous Items 14 B2, D, E, F, G, H, I, J, K and L.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2904** adopted 10-0-0.

Chairman Kaupin congratulated the Enfield High School Safe Graduation Committee for raising \$13,500 in their recent auction fundraiser.

He thanked the Veterans Council for their work in putting on the Veterans Day Parade. He noted the marching bands from Enfield High School, Enrico Fermi High School and John F. Kennedy Middle School did a great job.

Chairman Kaupin stated the Scantic River Watershed Annual Meeting is scheduled for Thursday, November 13th at 6:00 p.m. at the Senior Center. He noted there will be a talk about the removal of the Springborn Dam in Enfield.

He stated the Cultural Arts Commission is holding a concert on Sunday, November 16th and tickets can be purchased at the Senior Center, where the concert is scheduled to begin at 2:00 p.m.

Chairman Kaupin stated he received a letter from Carmen and Jean Scavotto, who live at 3 Fair Street, and they are concerned about heavy traffic on North Street by tractor trailers. He noted they are asking for help to re-route 18-wheelers from North Street. Chairman Kaupin stated these trucks are damaging this street, and this is a very narrow residential street. He requested the Town Manager reach out to Mr. & Mrs. Scavotto and look into what can be done about eliminating tractor trailers from North Street.

As concerns paving concerns, Chairman Kaupin noted there are seams down all of the roads. He voiced concern about deterioration at the site of the seams, and he already sees water puddling in seams after it rains. He wants Public Works to explain these paving techniques. He went on to note the manhole issue doesn't seem to be getting addressed. He stated his belief now is the time to be strong with contractors. He noted if they didn't do the job right, the contractor shouldn't be paid until it's corrected. He stated if the Town allowed this to happen, and the one-inch specification was within the bid, then the Town has to fix the manhole covers and absorb the cost.

Chairman Kaupin referred to Mr. Evans, a resident with property on Jewell and Stardust Streets, and noted this resident doesn't feel his driveway issue is being addressed appropriately. He requested Public Works meet with Mr. Evans.

He noted a notification has to go out to the public regarding yard waste still being picked up this Saturday.

Chairman Kaupin thanked Enfield voters for supporting both the road referendum and the changes to the Town Charter. He noted this is a \$60 million dollar road referendum for needed road work to be done over a five year period. He referred to the Charter revision and the power of initiative section. He stated the Commission did an excellent job pulling together proposed changes.

Councilor Szewczak referred to South George Washington Road and the entrance to South Road on the east side and noted there used to be a curb drain. She questioned whether that curb drain is still there since that area was paved.

TOWN MANAGER REPORT & COMMUNICATIONS

Mr. Coppler stated Public Works will be in attendance at the next Town Council meeting to address road issues.

He stated Eileen Street was lowered, therefore, there will be a change in the grade of the driveways. He noted this is the case wherever they changed the grade of the road.

Councilor Arnone stated people need to hear that their driveways will be adjusted as a result of the lowering of the roads. Mr. Coppler stated a different crew addresses the driveways, and that is another issue that can be addressed at the next meeting. Councilor Arnone requested the Town contact people to let them know the problem will be addressed.

Mr. Coppler stated the historical society raised a question about the update on the roof replacement. He noted they are waiting for the submission of the bond and insurance certificates. He stated they're still in line with the schedule.

He stated they received quotes for the upgrading of lights on Pearl Street. He stated he's double checking the figures in the quotes.

Mr. Coppler stated he is preparing a waiver process to reduce the larger bills relating to summer irrigation, and that will be further discussed at the next meeting. He noted the WPCA would have to adopt the waiver.

Councilor Deni stated he heard from residents about streetlights not being taken care of, and he learned the Town changed companies. Mr. Coppler stated there was a November 1st changeover, and the new company comes with great references.

Mr. Coppler stated he will have to check into the issue regarding the old Brainard School fencing.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Deneen stated the state statute does provide that the Charter is effective 30 days after its passage, but they included an effective date of today within the referendum itself.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Present from the Enfield High School Renovation Building Committee were Chairman Randy Daigle, Bill Silver of Silver/Petrucelli Architects and Art Pongratz.

Mr. Silver gave a slide presentation illustrating what has been happening at the Enfield High School construction site.

Mr. Daigle stated opening day of school was successful, and they received no complaints. He noted they have a program where they're introducing the trades to students. He stated Head Start children were given some fun education about the project.

He stated this is a Construction Manager at Risk Project, also known as a CMR project. He explained with that procedure, it doesn't go out as a design bid build, but rather the construction manager puts together bid packages and every single item is specified, and this involved 64 bid packages. He noted for each of those bid packages, they received figures from three to eight bid contractors, and fortunately the numbers came in as expected or a little below than what was anticipated. He stated at this time, all the bids are in, and that figure is \$89,764,986, and there's a savings of \$2,394,470. He noted this is a \$103 million dollar project, and a lot of effort was put into arriving at this price.

Mr. Daigle stated they did a lot of add alternates and deduct alternates. He noted there were about 24 add alternates that the CMR and architects put together. He stated because the bids are coming in favorable, they were able to include roof replacement over the media center and air conditioned gymnasium, auditorium and classrooms. He noted they're also able to provide theatrical lighting inside the auditorium, add audio/visual equipment in the auditorium and classrooms, fully furnish the classrooms and the entire kitchen will be a brand new state-of-the-art facility. He stated they will still have \$2.3 million dollars left, which will be put into a contingency. Mr. Daigle stated the last phase will be the D Wing.

Mr. Pongratz stated Mr. Coppler signed the contract with Gilbane today. He noted the \$89,764,986 million contract is a wraparound contract, which means that they put the Phase II contract together with the Phase I contract. He noted this is the complete package. He noted if it costs less, the money is returned to the Town. He stated his belief the bidding is indicative of the work by the project team, which includes the architect, the building committee and the construction management people.

Mr. Daigle highly commended the building committee for all their very hard work.

Councilor Szewczak thanked the Building Committee for their consistency, diligence and team effort.

Councilor Cekala thanked everyone for their hard work.

Councilor Stokes thanked the Committee, Randy Daigle and Art Pongratz for all their work.

Councilor Arnone thanked the Committee, Randy Daigle, Art Pongratz and the architects for their dedication to this project.

Councilor Hall thanked everyone for their time and dedication to this project. She questioned when they'll close the cafeteria. Mr. Daigle stated they plan to close the cafeteria over the Christmas break.

Councilor Hall questioned the status of the plaques, which were located under trees. Mr. Daigle stated the plaques have been put in storage, and there will be a rededication ceremony for the plaques. He noted the dedication bricks will be re-used as well.

Councilor Deni thanked everyone for all their work. He questioned if they're already cooking out of Fermi High School for the other schools. Mr. Pongratz stated Fermi took over more of the satellite operations since the beginning of the school year.

Chairman Kaupin thanked everyone for their hard work.

Councilor Mangini stated the Enfield Revitalization Strategy Committee met on October 23rd. She noted Peter Bryanton provided updates on the transit center, the river access project and zoning changes.

Councilor Mangini stated the CCM working group on state local finance met this morning. She noted there's a great burden of property tax on the average resident, and they have to find ways to shift that burden. She stated some ideas that came forward included greater state funding for special education.

OLD BUSINESS

All Old Business items remained tabled.

NEW BUSINESS

APPOINTMENTS (TOWN COUNCIL)

NOMINATION #2904A by Councilor Arnone to appoint Steven Moriarty (R) to the Clean Energy Committee for a term which expires 3/17/18.

MOTION #2904B by Councilor Stokes, seconded by Councilor Mangini to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2904B** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Steven Moriarty appointed to the Clean Energy Committee by a 10-0-0 vote.

All other New Business items remained on the agenda.

ITEMS FOR DISCUSSION

DISCUSSION RE: ETHICS COMMISSION – CODE OF ETHICS

Present were John Alexander, Mary Scutt and Leroy Nash of the Ethics Commission.

Ms. Scutt stated the Code of Ethics was last updated in 1968, therefore, it was decided it was time for updates according to the new laws. She pointed out most of the changes are non-substantive changes. She noted the revisions are within the Council's packets.

Attorney Deneen stated there were a number of areas that weren't defined or that the Commission felt should be tightened a little. He noted there were updates to bring the code into conformity with certain other state statutes that deal with the process.

Councilor Lee questioned whether they'll schedule a public hearing and then adopt those revisions. Attorney Deneen responded yes.

Councilor Lee requested clarification of Section 2-129, Item J. Attorney Deneen explained they don't want public officials or municipal officers participating in a decision and then immediately taking a job with the party that was appearing before them. He noted this could create the appearance that their judgment may have been influenced by their desire to get that job in the future.

MISCELLANEOUS

NOMINATION #2905 by Councilor Lee to reappoint Mary Ellen Kuraska (R) to the Housing Authority for a term which expires 11/30/2019.

MOTION #2906 by Councilor Stokes, seconded by Councilor Deni to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2906** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Mary Ellen Kuraska reappointed to the Housing Authority by a 10-0-0 vote.

RESOLUTION #2907 by Councilor Mangini, seconded by Councilor Arnone

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:	Information Technology		
	Technology Equipment	24012100-573400	\$32,700

FROM: Information Technology
Grants Other State 24040000-460001 \$32,700

CERTIFICATION: I hereby certify that the above-stated funds are available as of October 28, 2014.

/s/ A. Lynn Nenni, Director of Finance

Mr. Russell explained this is to connect Town Hall to the library.

Councilor Cekala questioned whether this is building or server specific. Mr. Russell stated it's more server, which means they can move that connection if the library were to move to another location.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2907** adopted 10-0-0.

RESOLUTION #2908 by Councilor Arnone, seconded by Councilor Mangini.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO: Youth Services
OPM Grant Appropriations FY14-15 – Year (10/1/14 – 9/30/15)
Full Time Salaries 22040452 511000 \$3,837
Social Security 22040452 522000 238
Medicare 22040452 522100 56
Professional Development 22040452 532200 1,000
Other Professional Services 22040452 533900 8,000
Technology Supplies 22040452 561300 5,000
Materials & Supplies 22040452 561900 1,300
Travel 22040452 558000 3,855

FROM: Youth Services
OPM Grant Revenue Account
OPM Grant 22044450 413621 \$23,286

CERTIFICATION: I hereby certify that the above-stated funds are available as of October 24, 2014.

/s/ A. Lynn Nenni, Director of Finance

Councilor Arnone pointed out this was a grant that was found, and hopefully they will get many more in the future to address mental health and addiction problems in the schools.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2908** adopted 10-0-0.

RESOLUTION #2909 by Councilor Mangini, seconded by Councilor Deni.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:	Family Resource Center		
	Salaries	22046098 511000	\$ 994
	Social Security	22046098 522000	61
	Medicare	22046098 522100	14
	Other Professional Services	22046098 533900	10,831
	Postage	22046098 553500	200
	Food	22046098 563000	815
	Professional Development	22046015 532200	200
	Parent Activities	22046015 532500	500
	Other Professional Services	22046015 533900	3,425
	Instructional Supplies	22046015 561100	700
	Dues & Fees	22046015 581000	175

FROM:	Family Resource Center		
	Family Resource Center	22044470 460015	5,000
	LEGO Grant	22044470 460098	10,000
	Miscellaneous Donation	22044470 417050	2,915

CERTIFICATION: I hereby certify that the above-stated funds are available as of October 24, 2014.

/s/ A. Lynn Nenni, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2909** adopted 10-0-0.

RESOLUTION #2910 by Councilor Mangini, seconded by Councilor Stokes.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:	Planning Department		
	Other Professional Service	10606100-533000	\$14,200
FROM:	Planning Department		
	Salaries	10606100-511000	\$14,200

CERTIFICATION: I hereby certify that the above-stated funds are available as of October 31, 2014.

/s/ A. Lynn Nenni, Director of Finance

Councilor Lee questioned if the team is up-to-date with some of the permitting backlog. Mr. Coppler stated he knows they've been working on that, but he's unsure where that stands.

Councilor Deni requested another flow chart as to who is working where, who is doing inspections, etc. Mr. Coppler indicated that can be done.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2910** adopted 10-0-0.

RESOLUTION #2911 by Councilor Hall, seconded by Councilor Mangini.

RESOLVED, that the Town Manager, Matthew W. Coppler, is authorized to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with LEGO Children's Fund and to affix the Corporate Seal.

Chairman Kaupin stated two years ago, they engaged with Lego and the Lego Children's Fund for funding the Hazardville Memorial Family Resource Center where they stepped up with a \$100,000 grant with a request that social services engages the business community and other funding sources, which they have done successfully. He noted the Lego Children's Fund has changed its focus on giving from their foundation. He stated they're concentrating more on the locations where they have facilities. He thanked everyone at Lego and the Lego Children's Fund for renewing their commitment to the Family Resource Center.

Mr. Coppler stated this will hopefully create a better future for the Town of Enfield, the children and the businesses in Enfield.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2911** adopted 10-0-0.

RESOLUTION #2912 by Councilor Lee, seconded by Councilor Mangini.

WHEREAS the Town Code of Enfield, Appendix A, Article 1, Section 2-49 addresses the appointment and removal of members of the Inland Wetlands and Watercourses Agency (IWWA); and

WHEREAS, presently IWWA members are appointed and removed by the Town Manager subject to the approval of the Town Council; and

WHEREAS, the proposed amendment would provide for the appointment and removal of IWWA members by the Town Council; and

WHEREAS, the Town Council wishes to seek input from the residents of the Town of Enfield on the proposed amendments to the Town Code of Enfield, Appendix A, Waterways, Article 1, Section 2-49 Composition: Officers; Compensation

NOW, THEREFORE, BE IT RESOLVED, the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, December 1, 2014 at 6:50 p.m. to allow interested residents an opportunity to express their opinions regarding the Proposed Amendment to the Town Code of Enfield, Appendix A, Waterways, Article 1, Section 2-49 Composition: Officers; Compensation.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2912** adopted 10-0-0.

RESOLUTION #2913 by Councilor Arnone, seconded by Councilor Mangini.

BE IT RESOLVED THAT the Town Manager, Matthew W. Coppler, is authorized to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with First American Equipment Finance, and to affix the Corporate Seal.

Mr. Russell stated one of the main reasons they're going with Windows 7 Professional is because of the browser reliance they have on their Munis financial system as well as some other initiatives they have going out to the web.

Councilor Cekala questioned whether this has any effect on the school side, and Mr. Russell stated this is solely municipal and public safety.

Councilor Lee questioned how many machines this impacts, and Mr. Russell responded 300.

Councilor Arnone questioned the plan for the school side, and Mr. Russell stated they're waiting to see what the plan is, and he's aware of discussions for upgrading their technology, however, that hasn't been brought to ITPC as yet.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2913** adopted 10-0-0.

RESOLUTION #2914 by Councilor Mangini, seconded by Councilor Arnone.

WHEREAS, the State of Connecticut Office of Policy and Management (OPM) has issued a Request for Applications for the Transit-Oriented Development Planning Grant Program;

WHEREAS, the Town of Enfield has encouraged and promoted the development of a transit oriented facility in Thompsonville; and

WHEREAS, an application for the Thompsonville Transit Oriented Development Implementation Plan has been prepared.

BE IT RESOLVED THAT the Enfield Town Council hereby authorizes the submission of the Thompsonville Transit Oriented Development Implementation Plan, in accordance with the Transit-Oriented Development (TOD) Planning Grant Program Request for Applications;

BE IT RESOLVED THAT the Town Manager, Matthew W. Coppler, is hereby authorized to sign the application and to sign any other documents associated with administering the grant, if awarded, including any amendments thereto. The grant application is attached hereto and made a part hereof.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2914** adopted 10-0-0.

RESOLUTION #2915 by Councilor Hall, seconded by Councilor Mangini.

RESOLVED, that Matthew W. Coppler, Town Manager, is empowered to execute and deliver in the name and on behalf of this municipality a Memorandum of Agreement with the State Department of Emergency Management & Homeland Security and to affix the Corporate Seal.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2915** adopted 10-0-0.

PUBLIC COMMUNICATIONS

Lucien LeFevre, 54 Kimberly Drive

Informed the Council that all the service organizations go out with the help of the boy scouts and girl scouts to replace all the flags at the cemeteries before Memorial Day and Veterans Day. He noted they also have short ceremonies at the cemeteries prior to the parades, and everyone is welcome.

Robert Tkacz, 5 Enfield Terrace

Stated the School Board doesn't say they're using five less teachers in the elementary schools this year, and they didn't mention the retirements. He noted the School Board has to be more truthful at budget time regarding retirements and future enrollments. He stated the school system hasn't cut any programs, and something has to be done about this. He stated his hope the Council does the same next year as they did this year.

Mr. Tkacz cautioned the Town regarding moving the library. He noted people like the current location of the library, and he feels there should be more community input concerning this topic.

Regarding polling places, he noted he previously stated all four sites are not good, but the best of those four sites is the Enfield Street School. He acknowledged there are some problems at Enfield Street School, i.e., too many political signs making it hard to find the directions to get into the parking lot. He noted other polling places had their front doors open, but that wasn't the case at the Enfield Street School. He stated the lighting was terrible at Enfield Street School. He feels the worst decision would be to go back to Enfield High School. He suggested moving one polling site to the senior center, or perhaps they can look at other schools.

Mr. Tkacz questioned when there will be an official document of school security policy. He stated his belief this should be a public document.

COUNCILMEN COMMUNICATIONS

Councilor Lee wished luck to the First Lego League Teams of St. Bernard's School and JFK Middle School. He noted both programs are heading into competition this Saturday at Suffield Middle School. He explained this is a combination of the robotic competition using Lego robotics and the development of presentations and ideas by these teams. He noted this year's theme is around coming up with new learning tools to impact education in the 21st century. He stated both programs have been working for about ten weeks on their projects.

ADJOURNMENT

MOTION #2916 by Councilor Mangini, seconded by Councilor Stokes to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2916** and the meeting stood adjourned at 9:22 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

**PROPOSED COMPREHENSIVE ENERGY STRATEGY FOR THE
TOWN OF ENFIELD, CONNECTICUT**

Prepared by the Enfield Clean Energy Committee

**Supported by Peregrine Energy Group, Inc.
with funds received from the State of Connecticut**

DRAFT

November 7, 2014

TABLE OF CONTENTS

Acknowledgements

The following groups and people worked to produce this energy strategy for the Town of Enfield and deserve recognition for their efforts:

Enfield Clean Energy Committee

<http://www.enfieldcleanenergy.net>

- Valerie Bak
- Ann Marie Dooley
- Melissa Everett, Ph.D., Chair
- Suzanne Giwoyna
- Dan Glogowski
- Doug Lombardi
- Greg Mark

Town of Enfield

<http://www.enfield-ct.gov>

- Tom Arnone, Town Council Liaison
- Donna Szewczak, Town Council Liaison
- Joel Cox, Staff Liaison
- Derrik Kennedy, Assistant Town Manager

Peregrine Energy Group, inc.

2 Oliver St, Boston, MA 02109

(617) 367-0777

<http://www.peregrinegroup.com>

Steven Weisman, Vice President, Energy Management Services

Overview

Today, energy costs are a significant budget item for many households and businesses, as they are for the Town. This Comprehensive Energy Strategy has been developed by the Enfield Clean Energy Committee (ECEC) to encourage and assist the Town of Enfield to formally adopt policies and practices that reduce energy consumption and increase the use of clean renewable energy sources in municipal operations to the extent practical; and, further, to take action that facilitates increased energy efficiency and the use of renewable energy by Town residents and local businesses. The Strategy is divided into three separate sections, Municipal, Residential, and Commercial/Institutional. The Municipal Strategy is the most detailed of the three for a number of reasons: First, the ECEC has access to more detailed information about energy consumption for municipal operations than it would have for all residences and all businesses. Second, there is consensus that reducing energy expense is a shared objective for municipal operations. And third, there is more information available about opportunities and needs in Town facilities.

The Strategy targets the five-year period from 2015 – 2019, providing the most detail for the first two years. As we describe below, ECEC believes that focused action by Town government in this arena is critical to broad Town-wide success. We hope a commitment to this path by Town government can motivate near-term action in all sectors, while encouraging long-term planning and adoption of emerging opportunities. This will help ensure that Enfield thrives as an efficient, secure and sustainable community.

About the Enfield Clean Energy Committee

The Enfield Clean Energy Committee is composed of citizen volunteers appointed by the Town and supported by Town staff and representatives of Town Council. The Committee has as its mission to support and encourage decisions that increase energy efficiency and use of renewables Town-wide, by Town residents and businesses, as well as in Town and school operations. In 2014, the ECEC began this initiative to encourage and assist municipal government to achieve immediate and long-term energy savings and increase its use of alternative, and ideally renewable, sources of energy. It also wants Town government to be a resource to Town residents, businesses, and other organizations to help them adopt clean energy strategies, such as increased efficiency and use of energy resources to minimize greenhouse gas emissions. The Committee has been assisted by Peregrine Energy Group, Inc., a consulting firm specializing in municipal energy management solutions, that was competitively selected by the Town in Spring 2014 and engaged using a \$15,000 Bright Ideas grant from the State of Connecticut, earned by the volunteer activities of the Enfield Clean Energy Committee. Peregrine attended ECEC meetings, did background research and prepared reports for Committee review, and facilitated discussion and decision making by the Committee.

ECEC's Vision for Enfield

The Enfield Energy Strategy is built on a four-point vision for our community:

- We can achieve town-wide cost savings and greenhouse-gas emissions reduction through an integrated strategy of conservation, energy-efficiency and the use of renewable energy.
- The Town and schools must lead by example in day-to-day operations, demonstrating best practices to the public and business community while generating savings for taxpayers every day.

- Plans need to be developed and put in play to ensure the continued provision of vital services in the event of energy supply disruptions, through the combination of renewable energy supply, high-efficiency backup power and energy storage, including micro-grids, and adoption of best practices in managing energy demand and grid interconnection..
- Enfield will provide ongoing, high-quality education about energy issues and options in the schools and to the public, building an energy-smart community with educated consumers and voters who understand the tools and tactics that contribute to a clean, efficient energy future.

ECEC intention in this energy strategy is to create a broad framework to allow flexibility in rapidly changing circumstances. We developed our vision and approaches to achieving it, to guide the Town's management of energy resources through policy, infrastructure planning, government operations, Town services and public educational programming. The Energy Strategy provides the backbone for more detailed planning and ongoing action by town staff and the Committee, guided by Town Council. It provides a concrete path to advance a Town commitment to a clean, secure, affordable energy future.

Municipal Energy Strategy

Introduction

The Clean Energy Committee recommends that Town Council adopt and embrace the following goals and strategies to reduce greenhouse gas emissions associated with energy use by Town operations, including buildings and other facilities, street lighting, and transportation.

Overall, we suggest that Town Council mandate policies and practices that:

- Reduce energy consumption whenever practical without interfering with satisfying the Town's responsibilities and providing a comfortable work environment for employees
- Invest in more energy-efficient systems, equipment, and technology whenever it is cost-effective or if end-of-life equipment must be replaced
- Favor life cycle cost, including lifetime energy and maintenance expense, as a criteria in purchasing, rather than first cost
- Consider options for municipal operations to increase the use of energy sources that do not require combustion of conventional carbon based fuels nor result in greenhouse gas emissions.

The result of these policies and practices will not only be a cleaner environment, but also cost savings for taxpayers and better working condition for employees and students.

Further, we believe that the Town and Board of Education, by pursuing this course of action and publicizing its goals, strategies, and accomplishments, can lead by example and influence the actions of local residents and businesses.

Baseline for the Municipal Energy Strategy: Current Energy Use

Any plan of action involves establishing goals and strategies to achieve the objectives we have established for ourselves. In this case, with our objective being to reduce greenhouse gas emissions associated with energy use, we have selected two primary approaches: 1) reducing our use of energy overall and 2) make greater use of resources to supply energy we need that do not create additional greenhouse gas emissions.

The best goals are quantitative. In other words, they allow us to measure our success over time by comparing where we are now to where we started when we set our goal. This point where we began our efforts is generally called the "baseline." We can select either of two metrics for our baseline: energy use or energy expense. We consider both of these in this analysis and both are important. While there are things we can and should do to influence the price we pay for energy, such as purchase in bulk, shop around and change suppliers, or use alternative fuel sources, prices are generally set outside of our community. On the other hand, Town government policies and practices can have a significant immediate and long-term effect on the amount of energy consumed to accomplish a specified amount of work (e.g. keep us comfortable in buildings, ensure that we have fresh air in classrooms, illuminate our streets at night). Therefore, the focus of our energy strategy is primarily on energy use.

The Town presently uses electricity, natural gas, fuel oil, gasoline, and diesel fuel as its energy sources, all of which are primarily carbon-based and contribute to greenhouse gas emissions. Non-carbon based energy sources used in Enfield's energy supply, generally in the mix of electricity received from Connecticut Light and Power, are nuclear power, solar-generated electricity (known as photovoltaic or PV power), hydropower generated by turning an electric turbine with moving water such as a river, and wind power which is generated by turbines that turn in the wind to generate electricity.

Other non-carbon energy sources are solar generated hot water (known as solar thermal) and geothermal energy which is extracted from the ground or from groundwater using water or some other medium as a heat exchanger. Of all of these non-carbon sources, solar energy is the most generally available for use in Enfield: PV and thermal systems can be placed on structurally suitable, south facing roofs; PV systems can also be ground-mounted as renewable energy farms. To date, there has been little or no solar energy use in municipal operations.

Enfield's municipal energy use baseline is the amount of energy in native units (i.e. therms of natural gas; gallons of fuel oil, propane, diesel fuel, or unleaded gasoline; and kilowatt hours of electricity) the Town used for buildings, street lighting, and transportation in a baseline year. For this plan, the Clean Energy Committee has selected Fiscal year 2013, which began July 1, 2012 and ended June 30, 2013, as the Town's baseline year. This is the most recent year for which the Town had complete information for all energy sources when the ECEC began this initiative.

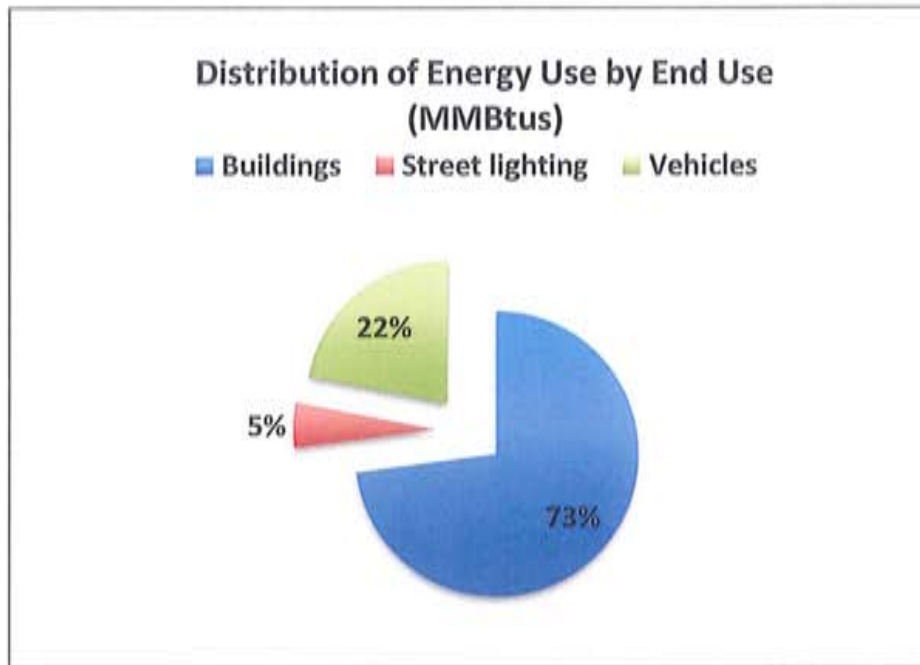
To make it easier to compare the use of energy for different purposes by the Town, Peregrine converted energy use from native units (i.e. kWh of electricity, CCF or therms of natural gas, gallons of fuel oil, and gallons of unleaded gasoline and diesel fuel) that energy is sold in to an equivalent scale based on heat value of the source (i.e. British thermal units) that allows the energy value of different energy types to be combined.¹

- Energy use in buildings, based on information provided to Peregrine, was 13,532,951 kWh of electricity (42,521 MMBtus), 608,130 CCF or therms of natural gas (62,455 MMBtus), and 9,651 gallons of fuel oil (1,338 MMBtus). Building energy use, including wastewater treatment, totals 106,314 MMBtus.
- Streetlights accounted for 2,228,627 kWh of electricity (7,604 MMBtus).
- Vehicles consumed 126,536 gallons of unleaded gasoline (15,721 MMBtus) and 119,182 gallons of diesel fuel (16,291 MMBtus), for a total of 32,012 MMBtus. [Note that vehicle information is for calendar year 2013.]

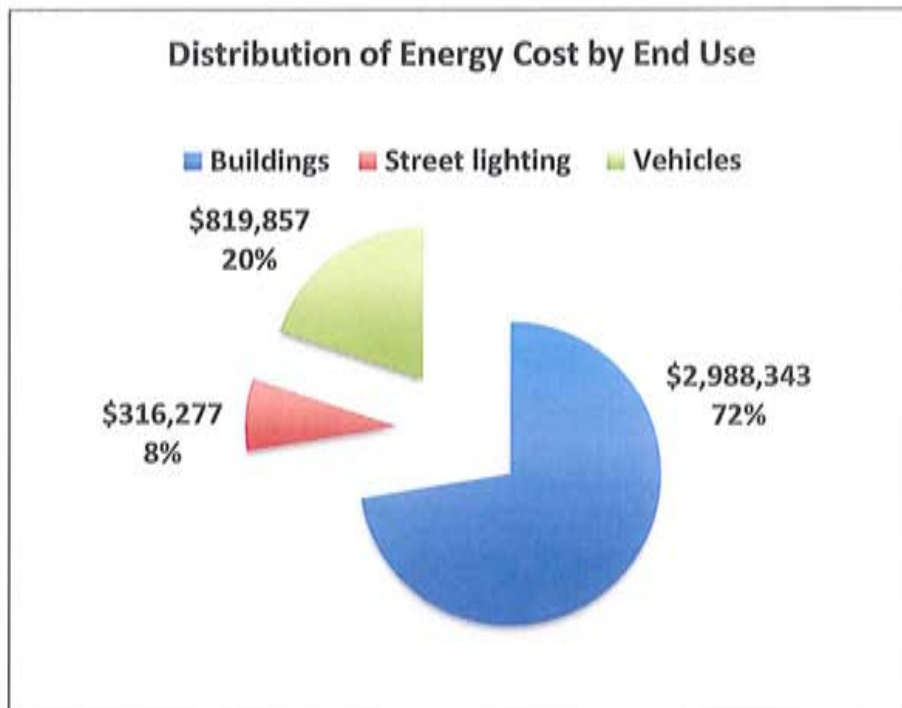
¹ Conversion factors from native units to British thermal units (Btus):

- A kWh or kilowatt hour of electricity equals 3412 Btus;
- A CCF or therm of natural gas equals 102,700 Btus, while a gallon of #2 fuel oil equals 138,690 Btus. This means that there is more heat value in a gallon of fuel oil than a therm of natural gas
- A gallon of unleaded gasoline equals 124,238 Btus, while a gallon of diesel fuel equals 138,690 Btus. This means that there is more heat value in diesel fuel per gallon than unleaded gasoline.

The percentage distribution of Town energy use, on a BTU basis, for buildings, vehicles, and street lighting is summarized in the following chart:



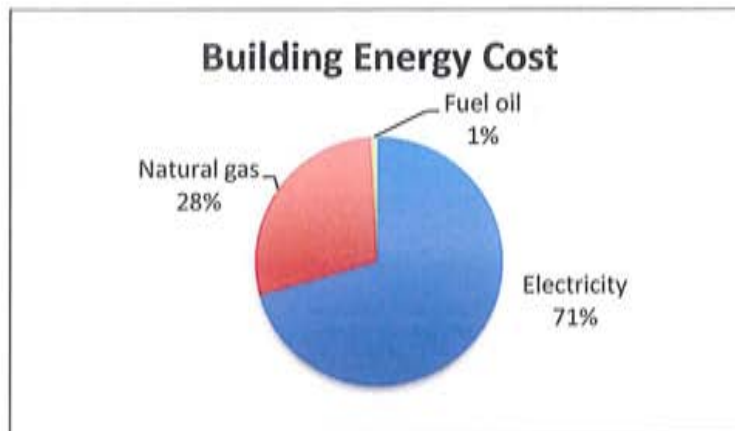
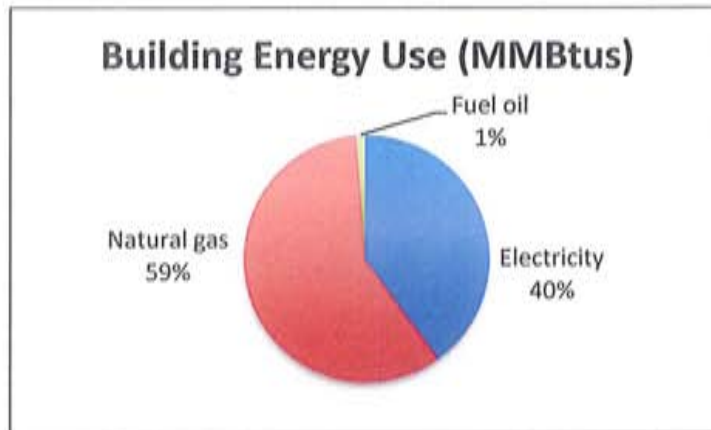
Compare this with the distribution of energy cost for the same end uses:



Achieving Energy Objectives in Town and School Buildings

Facility Energy Use and Cost

While natural gas delivers the majority of energy consumed in buildings on an MMBtu basis, electricity is the major expense. Electricity efficiency improvements will yield the greatest economic benefit.



Benchmarking the performance of Enfield facilities

Most of Enfield's public buildings were constructed in the middle of the 20th century, at a time of limited concern about energy efficient construction. In general, Town and school buildings have older energy equipment for lighting, cooling, heating, and other needs, resulting in higher energy use and expense.

The Town engaged Peregrine Energy Group in Spring 2014 to support the planning effort and conduct a "walk-through" analysis of buildings owned by the Town of Enfield and Enfield Schools and broadly assess them for energy-efficiency and renewable energy opportunities. Peregrine considered the natural energy-intensiveness of the activities in each building. They also considered building use patterns, hours of operation, and temperature settings. Peregrine benchmarked the relative performance of Enfield buildings compared to each other and to similarly purposed buildings in other communities with energy efficient equipment, building envelope, and usage patterns. For the buildings comparison, Peregrine

looked at energy use in kBtus (thousands of Btus) per square foot of building area. This shows the relative energy intensiveness of different buildings. Energy engineers call this the Energy Use Index or EUI. Electricity and heating fuel use are presented separately and then combined to look at the total building energy use. The following table produced by Peregrine includes provides a color key that shows where the greatest potentials for energy use reduction are likely to be.

TABLE: ENERGY USE BY ENFIELD BUILDINGS

Building	SF	Electricity		Gas		Oil		EUI kBtu/SF
		kWh	kBtu/SF	Therm	kBtu/SF	Gallons	kBtu/SF	
Town Buildings	Emergency Medical Services	2,371	71,000	102	200	8	-	111
	Enfield Waste Water Control Facility	12,000	3,049,000	867	-	-	-	867
	Enfield Senior Center		320,000	NA	9,500	NA	-	NA
	Pearl Street Library	4,982	39,000	27	2,300	46	-	73
	Central Library	18,244	284,000	53	-	-	4,380	87
	Angelo Lamagna Activity Center	15,000	242,000	55	12,100	81	-	136
	Enfield Town Hall	22,850	680,000	102	14,300	63	-	163
	Department of Public Works	29,850	326,000	37	16,700	56	-	93
	Enfield Police Department	22,358	657,000	100	11,000	49	-	149
	Adult Day Care	4,200	69,000	56	-	-	5,030	226
	Family Resource Center	4,865	328,000	230	1,800	37	-	267
	Village Center of Thompsonville	20,223	129,000	22	11,000	54	-	76
	Buildings and Grounds	10,800	59,000	19	5,500	51	600	77
	Enfield High School	186,026	1,697,000	31	97,100	52	-	83
School Buildings	Enrico Fermi High School	202,400	1,897,000	32	90,700	45	-	77
	JFK Middle School	157,152	1,097,000	24	102,900	65	-	89
	Eli Whitney School	58,633	266,000	15	27,100	46	-	62
	Hazardville Memorial School	54,316	298,000	19	49,200	91	-	105
	Nathan Hale School	46,295	285,000	21	30,300	65	-	86
	Henry Barnard School	70,182	503,000	24	38,500	55	-	79
	Edgar Parkman School	60,327	324,000	18	23,000	38	-	57
	Prudence Crandall School	60,417	362,000	20	34,500	57	-	78
	Enfield Street School	48,439	167,000	12	5,400	11	-	23
	Thomas Alcorn School	53,950	378,000	24	25,100	47	-	70
	Harriet Beecher Stowe School	49,234	6,000	0	-	-	-	0

Opportunity for Reduction	
High Potential	
Good Potential	
Moderate Potential	
Low Potential	
Unclear: missing or suspect data	

The table shows that there are many buildings that have significant savings potential, determined based on Peregrine's direct observation of equipment being used and from discussions with building staff about operations and maintenance practices, and based on the relative energy performance of Enfield buildings compared to what Peregrine has seen in other communities,

The EUI scores for buildings in the table shows that different buildings in Enfield have different levels of energy intensiveness. Sometimes these relative differences are due to the purpose for which the building is used. For example, the Wastewater Control Facility is the largest energy user and, by far, the most energy intensive. This is because wastewater treatment is an industrial process that is, by its nature, a big energy user. The Town is embarking on a Wastewater Facility renovation that should result in significant energy use reductions.

But other times, these different scores for levels of energy intensiveness reflect differences in building efficiency that can be adjusted by a range of strategies. Among the causes of these differences and where changes can be made are hours of operation, temperatures maintained for heating and cooling, and efficiency of equipment and infrastructure. Town Hall is particularly energy intensive, perhaps in part due

to the IT server being hosted there and the cooling requirements this creates or perhaps due to extensive evening use. Also, different schools vary significantly in their intensiveness of energy use. Peregrine believes that most schools use more energy than they could, with some schools appearing to be particularly inefficient.

Peregrine has advised the ECEC that a goal of 20% reduction² in building energy use is realistic and achievable with commitment and high-quality technical guidance. Benefits created for the Town would include saving money, improving occupant health and comfort, increasing building control, and reducing repairs. Three investment strategies were recommended to achieve these benefits:

- Immediately and continuously pursue low-cost and no-cost energy conservation measures that can be easily implemented, such as controlling lights, managing building schedules and temperatures, and installing weatherization improvements;
- Over the next two years, plan for, fund, and complete efficiency upgrades to many pieces of energy equipment, as well as buildings themselves, resulting in a large combined reduction in consumption and other related benefits; and
- Going forward, whenever replacing major energy consuming equipment at the end of its design life, invest in the most energy-efficient alternative possible.

Goals and Strategies

Goal #1: Reduce energy use in Town and school buildings by 20% within five years.

Using the energy baseline for FY 2013 as a starting point, the Town can reduce the total energy requirement for Town and school buildings using a variety of strategies. In doing so, the Town will not compromise the quality of service it provides and will, in fact, achieve energy and cost savings while

- Upgrading and replacing older building energy infrastructure and equipment
- Increasing the reliability of building systems and reducing the threat of system failures
- Lowering repair and maintenance costs
- Improving occupant comfort

Strategy 1.1: Confirm the potential for energy use reduction in current operations and pursue approaches to achieve that potential

Confirming the potential for energy use reduction involves both determining what the technical potential is (i.e. is there technology available for this purpose) and evaluate that potential in light of future plans for buildings (staying open indefinitely/closed soon/use changing/unknown) and financial capabilities (availability of capital funds, utility incentives, alternative financing strategies, etc.).

Actions required:

1. Evaluate performance of all buildings
2. Confirm the 10 year plans for each building to ensure investments are aligned with future use

² Compared to baseline year of July 1, 2012 through June 30, 2013.

3. Identify opportunities for energy reduction and analyze the economics of changes in terms of costs and savings achieved
 - Improvements to operations and scheduling
 - replacement of equipment with more energy efficient alternatives
 - improved maintenance practices
4. Evaluate alternative approaches to financing the energy reduction initiatives and weigh the merits of each in terms of cost, savings, and other benefits over time
 - Use of CL&P incentives and services
 - Replacing equipment as it fails
 - Financing projects proactively through operating budgets and CIP process
 - Performance contracting
5. Establish a detailed plan for proceeding with each project
 - Assign responsibilities
 - Confirm budget
 - Establish a timeline
 - Agree on performance indicators
 - Implement
 - Commission new equipment installations as appropriate
6. Measure and report regularly on progress and adjust approach as needed to optimize results

Current status:

As noted earlier, the Town secured Peregrine Energy Group's services in Spring 2014 to develop an Opportunities Assessment for Energy Reduction in Town and School Buildings. Peregrine completed a high-level performance evaluation of all buildings, which is included above in the baseline discussion.

With respect to the Town's current ten year plans, near term plans for buildings include:

- The combination of Enfield High School and Enrico Fermi High School into a single modernized and expanded facility at Enfield High School. Peregrine recommends that no improvements be made at Fermi until the future use of the school is determined. While there are certainly opportunities for energy reduction long term, given the building's age and construction, any changes to energy systems should be driven by the ultimate needs of the Town. In the meantime, planning should begin for how that building will be maintained and operated, in terms of energy use, until a decision about its final disposition is finalized. Empty buildings need some space conditioning to avoid their deterioration and the emergence of a mold problem. On the other hand, the Town may not want to run an empty building at the same cost it had when it was occupied.
- A planned Wastewater Facility renovation. State-of-the-art energy improvements should be integrated into the Wastewater Facility renovation project, removing the need for a separate energy reduction program for that building.

Peregrine found that there are significant opportunities for energy savings across Enfield's building portfolio. Excluding, for the most part, the energy use at Enfield High School, Fermi High School, and the wastewater facility, they identified opportunities to reduce energy consumption in buildings by

over 20%. Closure of Fermi High School after the high school consolidation would result in over 5% in additional reductions.

Peregrine proposed a three-pronged strategy for energy use reduction:

- Pursuing relatively low cost and no cost improvements to buildings and operations ("Priority 1"),
- Investing in energy efficient technology that would pay for themselves relatively quickly ("Priority 2"), and
- Replacing old and end-of-life building equipment and systems with state of the art systems that would also create some energy savings ("Priority 3").

The following table summarizes the impact of energy reductions suggested by Peregrine by building. A Report summarizing Peregrine's findings is attached to this plan.

SAVINGS OPPORTUNITIES BY BUILDING – PRIORITIES 1, 2, AND 3

Priority 1 - Building Summary

Building	Approximate Implementation Cost	Utility Incentive Available	Potential Utility Savings				Annual Cost Avoidance	Baseline EUI kWh/sf	Projected EUI kWh/sf	Overall Savings	Simple Payback Yr
			Demand kW	Electric kWh/yr	Gas Therm/yr	Oil Gal/yr					
Enfield High School	\$0	TBD	(1,100)	180,000	31,100	-	\$61,200	83	63	24.0%	-
Enrico Fermi High School	\$0	TBD	-	-	-	-	\$0	77	77	0.0%	NA
JFK Middle School	\$289,500	TBD	400	192,400	12,100	-	\$42,300	89	77	13.3%	6.8
Henry Barnard School	\$23,000	TBD	-	77,000	8,000	-	\$20,300	79	64	18.1%	1.1
Prudence Crandall School	\$78,250	TBD	100	48,600	3,900	-	\$11,600	78	68	11.9%	6.7
Enfield Street School	\$54,500	TBD	50	24,100	1,100	-	\$4,800	62	58	6.4%	11.4
Nathan Hale School	\$89,000	TBD	110	55,000	5,700	-	\$14,500	86	70	18.9%	6.1
Hazardville Memorial School	\$95,000	TBD	110	56,000	6,700	-	\$15,700	109	93	14.5%	6.1
Adult Day Care	\$7,500	TBD	32	10,500	-	230	\$2,500	226	210	7.2%	3.0
Family Resource Center	\$5,000	TBD	3	9,000	480	-	\$1,800	94	78	17.1%	2.8
Angelo Lamagna Activity Center	\$25,250	TBD	21	9,600	200	-	\$1,690	136	132	2.6%	14.9
Department of Public Works	\$65,000	TBD	214	80,400	(500)	-	\$11,500	93	86	8.1%	7.4
Enfield Police Department	\$28,250	TBD	-	15,400	800	-	\$3,300	149	143	4.0%	8.6
Enfield Senior Center	\$20,500	TBD	27	18,500	-	-	\$2,800	102	118	-15.5%	7.3
Enfield Town Hall	\$26,000	TBD	515	357,000	-	-	\$63,500	164	111	32.5%	0.5
Total	\$826,750	\$0	482	1,123,500	69,580	230	\$247,490	88	77	13.0%	3.7

Priority 2 - Building Summary

Building	Approximate Implementation Cost	Utility Incentive Available	Potential Utility Savings				Annual Cost Avoidance	Baseline EUI kWh/sf	Projected EUI kWh/sf	Overall Savings	Simple Payback Yr
			Demand kW	Electric kWh/yr	Gas Therm/yr	Oil Gal/yr					
Enfield High School	\$0	TBD	-	-	-	-	\$0	83	83	0.0%	NA
Enrico Fermi High School	\$0	TBD	-	-	-	-	\$0	77	77	0.0%	NA
JFK Middle School	\$181,000	TBD	10	90,000	900	-	\$14,500	77	75	3.3%	12.5
Henry Barnard School	\$25,000	TBD	-	15,000	800	-	\$3,100	64	62	2.9%	8.1
Prudence Crandall School	\$0	TBD	-	-	-	-	\$0	68	68	0.0%	NA
Enfield Street School	\$10,000	TBD	54	3,400	(100)	-	\$400	58	58	0.1%	25.0
Nathan Hale School	\$5,000	TBD	-	4,000	(100)	-	\$500	70	70	0.1%	10.0
Hazardville Memorial School	\$50,000	TBD	100	7,000	-	-	\$1,000	83	83	0.0%	50.0
Adult Day Care	\$56,000	TBD	-	-	(6,200)	4,900	\$10,300	210	192	8.6%	5.4
Family Resource Center	\$0	TBD	-	-	-	-	\$0	78	78	0.0%	NA
Angelo Lamagna Activity Center	\$70,800	TBD	-	13,000	2,400	-	\$4,600	132	113	14.3%	15.4
Department of Public Works	\$107,500	TBD	-	29,000	1,100	-	\$5,550	86	79	8.2%	19.4
Enfield Police Department	\$0	TBD	-	-	-	-	\$0	143	143	0.0%	NA
Enfield Senior Center	\$207,000	TBD	33	47,000	1,300	-	\$8,500	118	110	6.8%	24.4
Enfield Town Hall	\$535,000	TBD	10	72,000	2,800	-	\$13,800	111	88	20.8%	38.8
Total	\$1,247,300	\$0	207	280,400	2,900	4,900	\$62,250	77	76	1.7%	20.0

Priority 3 - Building Summary

Building	Approximate Implementation Cost	Utility Incentive Available	Potential Utility Savings				Annual Cost Avoidance	Baseline EUI kWh/sf	Projected EUI kWh/sf	Overall Savings	Simple Payback Yr
			Demand kW	Electric kWh/yr	Gas Therm/yr	Oil Gal/yr					
Enfield High School	\$0	TBD	-	-	-	-	\$0	83	83	0.0%	NA
Enrico Fermi High School	\$15,500,000	TBD	30	109,000	23,800	-	\$42,500	77	63	17.7%	364.7
JFK Middle School	\$1,400,000	TBD	-	11,000	8,000	-	\$10,500	75	70	7.1%	133.3
Henry Barnard School	\$800,000	TBD	3	2,000	3,300	-	\$3,900	62	57	7.7%	205.1
Prudence Crandall School	\$455,000	TBD	-	3,000	4,800	-	\$5,800	68	61	11.4%	81.3
Enfield Street School	\$750,000	TBD	(10)	(2,600)	4,300	-	\$4,300	58	50	14.9%	174.4
Nathan Hale School	\$640,000	TBD	-	-	5,500	-	\$6,100	70	58	17.0%	104.9
Hazardville Memorial School	\$1,400,000	TBD	-	(6,000)	14,000	-	\$14,500	93	68	27.3%	86.6
Adult Day Care	\$0	TBD	-	-	-	-	\$0	192	193	-0.5%	NA
Family Resource Center	\$0	TBD	-	-	-	-	\$0	78	78	0.0%	NA
Angelo Lamagna Activity Center	\$300,000	TBD	-	-	1,900	-	\$2,100	113	101	11.2%	142.9
Department of Public Works	\$20,000	TBD	-	-	800	-	\$900	79	76	3.4%	22.2
Enfield Police Department	\$75,000	TBD	-	-	1,600	-	\$1,800	143	136	5.0%	41.7
Enfield Senior Center	\$0	TBD	-	-	-	-	\$0	110	110	0.0%	NA
Enfield Town Hall	\$0	TBD	-	-	-	-	\$0	88	88	0.0%	NA
Total	\$21,340,000	\$0	23	116,400	67,600	-	\$92,200	78	68	10.1%	231.8

Priority 1, 2 and 3 - Building Summary

Building	Approximate Implementation Cost	Utility Incentive Available	Potential Utility Savings				Annual Cost Avoidance	Baseline EUI kWh/sf	Projected EUI kWh/sf	Overall Savings	Simple Payback Yr
			Demand kW	Electric kWh/yr	Gas Therm/yr	Oil Gal/yr					
Enfield High School	\$0	TBD	(1,100)	180,000	31,100	-	\$61,200	83	63	24.0%	-
Enrico Fermi High School	\$15,500,000	TBD	30	109,000	23,800	-	\$42,500	77	63	17.7%	364.7
JFK Middle School	\$1,870,500	TBD	410	293,400	21,000	-	\$67,300	89	70	22.1%	27.8
Henry Barnard School	\$848,000	TBD	3	94,000	12,100	-	\$27,300	79	57	27.5%	31.1
Prudence Crandall School	\$533,250	TBD	100	51,600	8,500	-	\$17,200	78	61	21.9%	31.0
Enfield Street School	\$814,500	TBD	94	24,500	5,300	-	\$9,500	62	50	20.4%	85.7
Nathan Hale School	\$734,000	TBD	110	59,000	11,100	-	\$21,100	86	58	32.8%	34.8
Hazardville Memorial School	\$1,545,000	TBD	210	57,000	20,700	-	\$31,200	109	88	38.1%	49.5
Adult Day Care	\$63,500	TBD	32	10,500	(6,200)	5,130	\$12,800	226	192	16.2%	5.0
Family Resource Center	\$5,000	TBD	3	9,000	480	-	\$1,600	94	78	17.1%	2.8
Angelo Lamagna Activity Center	\$96,050	TBD	21	22,600	4,500	-	\$8,390	136	101	25.9%	11.4
Department of Public Works	\$492,500	TBD	214	109,400	1,400	-	\$17,950	93	76	18.4%	27.4
Enfield Police Department	\$48,250	TBD	-	16,400	2,400	-	\$5,100	149	136	8.8%	9.5
Enfield Senior Center	\$302,500	TBD	60	65,500	1,300	-	\$11,300	102	84	17.3%	26.8
Enfield Town Hall	\$561,000	TBD	525	429,000	2,800	-	\$67,300	164	88	46.5%	8.3
Total	\$23,414,050	\$0	712	1,530,300	140,280	5,130	\$401,940	88	68	23.1%	58.3

Strategy 1.2: Establish performance standards for new equipment purchases and for new building construction and major renovations

Reducing energy consumption by 20% over the next five years and sustaining and increasing those reductions beyond that will require that Town government and the Board of Education commit to a set of policies that ensure that future energy use is a criteria in purchasing and design decisions for buildings.

Actions:

1. Identify and implement policies to guide future purchases of equipment
 - Make life cycle energy use a criterion in product selection
 - Require that all new equipment meet a minimum energy standard (e.g. Energy Star)
 - Identify who is making buying decisions now and what their criteria are
 - Determine who will have authority to make future buying decisions and educate them as to the policies that have been adopted
 - Establish a mechanism for reporting and measuring adherence
2. Establish policies that govern energy performance of all new construction and major rehabilitation of buildings
 - Require that all new construction meets a documented and measurable performance standard (e.g. Energy Star, LEED, etc.)
 - Incorporate the performance standard in requirements documents for new construction
 - Engage an independent engineer to complete design reviews of all projects prior to construction
 - Engage a clerk of the works to oversee construction to ensure it is consistent with designs
 - Engage a commissioning agent to oversee building commissioning prior to acceptance and final signoff and payments

Current status:

The Town has not adopted formal policies regarding energy and new construction.

That being said, the design for the High School renovation is an example of savings that can be achieved by a forward-looking strategy and how building upgrades must be managed to preserve those savings. As a result of changes to state building codes and the advocacy of the Building Committee, the renovated High School incorporates technology that potentially will make it significantly more energy efficient than either of the two current high schools. On the other hand, the decision to include building-wide air conditioning capacity in the building creates the potential for the erosion of the energy reductions achieved. Effective energy management requires a combination of attention to equipment selection and operation. Putting appropriate schedules and controls in place to avoid unnecessary energy use will be critical to achieving the building's design potential.

Goal #2: Maximize the Town's cost-effective use of available renewable and non-greenhouse gas producing energy sources in Town and school buildings

As buildings are becoming more efficient, the Clean Energy Committee recommends that the Town investigate where and how renewable energy sources and particularly those sources that do not contribute to greenhouse gas emissions can be incorporated into energy supply strategies.

Strategy 2.1: Identify and pursue opportunities to incorporate renewable energy generation into the design of existing and future buildings

The Clean Energy Committee believes that the primary opportunities for using renewable energy sources in buildings are with solar electric and solar thermal technologies, ground-source heating and cooling, and recovery and use of methane generated by wastewater treatment.

Actions:

1. Inventory the availability of renewable energy sources to help supply the energy needs of individual buildings
2. Determine the feasibility of using the sources, including identifying any site constraints that might impact the appropriateness of using available sources and whether those constraints can be resolved (e.g. structural limitations to adding the weight of a solar system to a roof)
3. Where the project is feasible and constraints have a solution (e.g. increasing the structural capacity of a roof), evaluate the economics of adding the technology required to tap the renewable energy source
4. Identify funding sources for the project (e.g. grants, bond issues, developer financing and ownership with a power purchase agreement)
5. If the project is feasible and there is an acceptable financial path forward, develop a plan to proceed, as with any other construction project
6. For new construction, even if there are no funds available for including solar as part of the original construction, all buildings should as a minimum be designed as "solar ready."

Current status:

The Town has yet to complete a comprehensive inventory of renewable potential and opportunity. However, the design for the High School renovation project now in process did include elements that make that building "solar ready" in terms of having sufficient structural strength to carry solar panels and having considered where solar can be placed and including pathways for necessary electrical interconnections. The Clean Energy Committee regrets that solar photovoltaic equipment was not included in the current construction phase, but hopes that the Town will find a way to add it before too much time passes.

Strategy 2.2: Identify and pursue opportunities to develop renewable energy generation on Town land (but not associated with buildings or facilities) and then use the energy produced in Town buildings

It is possible to move electricity generated from renewable energy sources from a location where it can be produced to a location where it can be consumed. Transmission of this electricity uses the electric distribution lines owned by CL&P, and interconnection procedures are regulated by the State. Many

communities are capitalizing on the availability of municipally-owned brownfield sites within their boundaries (primarily capped former landfills) for repurposing as solar energy "farms." Most often, these farms are developed, owned, and operated by a private developer who sells the power produced to the community at an advantageous rate. Some communities have identified other excess property that is suitable for this purpose.

Actions:

1. Inventory potential locations for renewable energy generation to be sited and developed within the Town's boundaries
2. Consider other possible uses of the property under consideration to determine if there are other potential uses that are more attractive or create more value for the Town
3. Consider the technical feasibility of siting renewable energy generation at specific locations
4. Where renewable energy generation seems feasible and is potentially the best use for the site, engage in a public dialogue to gauge public opinion and particularly the perspectives of abutters and other nearby residents
5. If the project appears to be feasible and the site is acceptable to the community, proceed with identifying potential developers who would be interested in entering into a long-term ground lease and power purchase agreement with the Town

Current status:

To date, Enfield has taken no actions to pursue this strategy.

Financing Building Improvements

State and Utility Programs

Fortunately, in many cases where savings can be documented, there will be utility incentives available from CL&P. Connecticut's electric ratepayers have contributed surcharges into a fund that now provides financial assistance for municipalities (as well as homes and businesses) to improve their energy-efficiency and lock in long-term savings. Connecticut's Green Bank (the first in the nation) also provides well-designed financing programs with favorable terms for municipal and business energy upgrades. State and utility incentives can offset costs of most of the energy improvement priorities recommended by Peregrine, such as:

- High Efficiency Lighting
- HVAC Upgrades
- New automated building and HVAC controls
- Variable speed drives (VSDs) on motors fans and pumps
- High efficiency chillers, boilers, and furnaces
- High efficiency hot water heating systems
- Combustion and burner upgrades
- Water conservation
- Renewable energy systems

Also, with respect to renewables, Connecticut provides a leasing program for solar power systems on public buildings and schools, and an annual auction of financing known as ZRECs (Zero Emissions Renewable Energy Credits). A special funding program also supports micro-grid development, which might be able to support investment in energy upgrades for a cluster of buildings close together. As no-cost financing resources, these should be given priority to defray energy investments.

Local Capital Improvement Program

Unfortunately, these programs will not cover all of the costs for energy efficiency, renewable energy development, and replacement of major energy conversion equipment like boilers and chillers. Achieving the full, long-term savings potential by upgrading the Town's buildings will require significant investment. Building repairs and equipment replacement is inevitable over time, and funding these major improvements may require tapping the Town's CIP over a number of years. Unfortunately, these improvements will need to compete with all other requests for capital, and this will mean that savings will come slowly. Further pursuing these options in a piecemeal fashion means the Town will remain vulnerable to catastrophic equipment failures and rising repair costs.

Performance Contracting

An alternative, which the Town is exploring in detail, is to enter into an Energy Savings Performance Contract or "ESPC".. The ESPC bundles together multiple projects into a single package and uses savings from efficiency improvements to pay for capital improvements. In such contracts, savings are guaranteed by the energy services company (or "ESCO") that does the work. By reinvesting guaranteed annual savings to pay for the project, the Town can reduce energy use and replace old and out-of-date equipment without raising taxes.

Enfield's Clean Energy Committee believes that the performance contract mechanism could be an excellent fit for the Town. This proven strategy has been and is currently being used by many Connecticut cities and towns, by the State of Connecticut, by the Federal government, and by others elsewhere in New York, New England, and across the country.

Nationally, energy saving performance contracting is a decades-old, \$4.1 billion industry. Since 1990, performance contracts have led to \$40 billion in completed projects and \$50 billion in savings for the building owners. They have provided 330,000 person-years of direct employment for engineers, technicians, finance and administrative professionals and others, while cutting CO² by 420 million tons.

Connecticut has recently kicked off its own statewide Energy Savings Performance Contracting program, developed by an inter-agency workgroup and run by CEFIA and DEEP. Performance contracting is available to school systems as well as municipal governments. The program's resources include a pre-qualified vendor list, technical support, financing, and standardized contracts to provide a repeatable, transparent process for towns and vendors alike. A well managed performance contract will allow Enfield to capture energy savings, increase building comfort, and protect against maintenance crises, while making the best use of resources by bundling building upgrades together for focused professional attention.

The following Connecticut communities have or are currently using performance contracts: Bethel, Bolton, Bridgeport, Bristol, East Hartford, Fairfield, Farmington, Middletown, Milford, Naugatuck, New Britain, Norwalk, South Windsor, Stamford, Stratford, Waterbury, West Hartford, Windham

Energy Savings Case Study³

The Town of Fairfield received the 2014 Power of Change Award (a public-private partnership between the state and three foundations) for Overall Excellence for its leadership in municipal building upgrades. For example, the highest efficiency HVAC equipment was installed through a \$7 million performance contract with Johnson Controls. Large buildings were equipped with dual fuel capability, lighting upgrades, and a fully automated computerized system for energy maintenance. Town employees were trained to operate the new equipment. Two new energy generation facilities were constructed - one producing 590kW and the other 50kw, through multiple means of alternative energy production. Adding to the town's carbon emissions reduction was a purchase of 20% green power through Renewable Energy Credits, and an improvement in recycling to achieve a 50% rate.

Through these measures, Fairfield was able to reduce electricity use by 22% and fuel oil consumption by 86% while cutting building maintenance costs 20%. As a result, the town's total heating bill (paid for by taxpayers) is now less than it was in 1996.

³ Source: www.sustainablect.com, used with permission.

Achieving Energy Objectives for Town and School Vehicles

Baseline

During calendar year 2013, all vehicles used 126,536 gallons of unleaded gasoline and 119,182 gallons of diesel fuel. Vehicles accounted for 22% of Town energy use on an MMBtu basis and 20% of Town energy expense during this period. The distribution of this fuel use by department, with cost, is as follows:

Department/Division	Gas/Gallons	Total Cost/Gas	Dsl/Gallons	Total Cost/Dsl	Total Fuel Cost
B & G	12,843	\$ 40,150	12,440	\$ 38,489.44	\$ 78,639
Building Code Enforcement	750	\$ 2,345	0		\$ 2,345
Community Dev. Block Grant	446	\$ 1,404	0		\$ 1,404
Custodial	899	\$ 2,816	53	\$ 164.73	\$ 2,981
Dial-A-Ride	21,935	\$ 68,540	0		\$ 68,540
Emergency Management	252	\$ 776	0		\$ 776
Emergency Medical Services	1,677	\$ 5,243	18,640	\$ 57,654.82	\$ 62,898
Engineering	0		0		
Equipment Maint. & Repair	805	\$ 2,515	251	\$ 776.88	\$ 3,292
Highway Maintenance	2,866	\$ 8,943	14,555	\$ 45,043.34	\$ 53,987
Information Technology	438	\$ 1,369	0		\$ 1,369
Magic Bus	11,426	\$ 35,822	0		\$ 35,822
Planning	28	\$ 89	0		\$ 89
Enfield PD	68,251	\$ 213,277	55	\$ 168.44	\$ 213,446
Public Works Admin	756	\$ 2,369	0		\$ 2,369
Recreation Administration	121	\$ 374	0		\$ 374
Refuse Collection & Disposal	1,023	\$ 3,191	63,231	\$ 195,590.15	\$ 198,781
WPC (DIESEL)	0		9,957	\$ 30,796.71	\$ 30,797
WPC (GAS)	2,020	\$ 6,297	0		\$ 6,297
TOTAL	126,536	\$ 451,172	119,182	\$ 368,684	\$ 819,856

Opportunity Assessment

The Town of Enfield has both special purpose vehicles with limited opportunity for replacement with more efficient models, as well as a number of more-or-less general-purpose vehicles. Special purpose vehicles include Public Safety pursuit vehicles, snowplows, construction equipment, heavy trucks, street cleaning vehicles, etc. Many of these vehicles use diesel fuel.

While fuel-efficient alternatives are not available for some of these vehicles, their operating efficiency can generally increase through the adoption of energy efficient operating and maintenance practices.

Goals and Strategies

Goal #1: Reduce energy use by Town vehicles by at least 20% in five years

The Clean Energy Committee recommends that the Town make every effort to continuously improve the overall fuel efficiency of its vehicle fleet. We suggest three strategies to consider in pursuing this goal: adherence to proven energy efficient operations and maintenance practices and replacement of vehicles with more fuel-efficient models.

Strategy 1.1: Adopt operations and maintenance policies and practices that reduce fuel use

Driving habits, route selection, maintenance practices, and motor oil and tire choices all affect fuel efficiency.

Actions:

1. Acquire a fuel management system that tracks fuel use by vehicle and driver and review reports for patterns that indicate opportunities for improvements
2. Adopt maintenance procedures, in terms of when vehicles are serviced, what service they receive, and what supplies are used, that improve fuel efficiency and extend vehicle life
3. Provide training as appropriate for employees that drive Town-owned vehicles in energy-conscious driving habits
4. Develop policies to reduce vehicle idling and conserve fuel
5. Review vehicle routes for plowing, pick-up and drop-off of bus and van passengers, refuse pick-up etc. to determine if there are more efficient alternatives
6. Encourage contractors who provide transportation or other vehicular services to the Town to adopt practices and procedures that will reduce fuel use
7. Continue to monitor the fuel efficiency performance of all vehicles to identify further opportunities for improvements.

Current status:

Town-owned vehicles are managed and maintained by the Public Works department under the direction of the Town's Fleet Manager. Public Works provides centralized maintenance services for vehicles and maintains a central fuel depot where all Town vehicles get their unleaded gasoline or diesel fuel.

The Town has had a fuel management system for a number of years that was recently upgraded to FuelMaster, one of the leading products available, which has the capability for detailed reporting by department, fuel, vehicle, and by driver, if needed. The Town also employs a vehicle maintenance software package to track mileage and service of individual vehicles.

To date, there is no idling policy in place, though it has been the subject of discussion. Vehicle supplies have not been selected as of yet with energy efficiency characteristics in mind.

Strategy 1.2: Replace vehicles with the most energy efficient models available to accomplish the purpose for which the vehicle is to be used

Given tight municipal budgets, low first cost is often a criterion for vehicle purchase, and finding the most expeditious solution is a typical operating procedure for providing vehicles and transportation. When energy-inefficient police department pursuit vehicles are retired after some number of years, those that still run may be passed on at no cost to another department even though that department's driving needs may be very different. Similarly, large, less energy-efficient multi-task vehicles may be purchased when a sedan may do as well, just in case the occasion comes up when more space is needed.

Action:

1. Inventory vehicle needs and performance for all departments
2. Establish a plan for vehicle replacement based on vehicle age, performance, and number of annual vehicle miles
3. When the need arises to replace an existing vehicle or add a new one, evaluate what the vehicle requirements are and match those needs to the specifications of available vehicles

4. Purchase a replacement vehicle that meets that need that is as fuel efficient as possible

Current status:

To date, the Town has not taken a comprehensive approach to vehicle purchasing with an eye toward reducing fuel use. Of course, a number of Town vehicles are, by their nature, fuel inefficient, given the jobs they are asked to do.

Achieving Energy Objectives for Street Lighting

Streetlights

The Town of Enfield owns its streetlights, having purchased them from CL&P more than five years ago. There are 3,691 high-pressure sodium (HPS) cobra head style streetlights with wattages of 70W, 100W, 250W, and 400W. The majority of the lights are 70W. In addition, there are a total of 92 70W decorative streetlights, two with double heads, in Hazardville and Thompsonville. These are HPS technology.

Streetlight use is typically not metered; consumption is calculated using an average number of hours of operation assumed for each month from sunset to sunrise that is multiplied by the wattage of individual lights. Total annual energy use for streetlights billed to Enfield in FY2014 was \$316,277.

Streetlight maintenance is supervised by the Public Works department and contracted out to Siemens. The current contract has just been awarded and is for a single year with the option of two one-year extensions. The contract value is \$61,500 annually plus additional charges for emergency costs.

Traffic signals

Traffic signals are owned and maintained by the Town. Each of these signals is metered. They are mostly incandescent technology. Eight local intersections are signaled with Town equipment, with a total of 31 sets of lights, all with multiple signals. There are additional blinking yellow signals, which are state-owned.

Goals and Strategies

Goal #1: Reduce energy use by streetlights by 50% over the next five years

The Town should apply its policy of replacing older equipment with more energy efficiency state-of-the-art technology to streetlights as well. CL&P has, in the last couple of years, adopted new rate structures that will apply to the latest light emitting diode (LED) streetlights. Like the current streetlight rates, these new rates are based on calculated consumption by streetlights of various wattages.

Strategy 1.1: Review the current streetlight inventory to identify lights that could be eliminated and locations where reduced lighting levels might be appropriate and desirable

Streetlight placement typically occurs in a gradual, organic way without an overall plan. Intersections at lit as are long stretches of roadway. Streetlights are included in new subdivisions and other developments and then ownership passes to the Town. Lighting levels are established with particular objectives in mind which may or may not still be appropriate. Changes in technology over time may not have been reflected

in lighting designs. Technology available today may create opportunities for reassessment of what the requirements are for “effective” lighting.

Strategy 1.2: Convert all street and parking lot lighting owned by the Town to LED

Conversion of streetlights to state-of-the-art light emitting diode technology will reduce energy use by 50% on average. LED streetlights last more than twice as long as older high-pressure sodium technology, reducing maintenance expense. LED technology provides much more natural color rendition (which is an aid to law enforcement), and LED lighting can be configured to eliminate the shadowing effect that is common to HPS streetlights.

Goal #2: Convert all traffic signals to best available technology to achieve reductions

If the Town has any traffic signals that have not yet been converted to LED from incandescent, these conversions should be implemented as soon as possible. Savings from conversions from incandescent to LED are around 90% of energy use.

Residential Energy Strategy

Enfield's residential energy strategy targets existing homes and new construction with all forms of ownership and residents with all income levels. Enfield's housing stock includes owner-occupied detached homes and multi-unit condominiums, as well as a range of rental housing types. Households have a broad spectrum of incomes, with the majority middle income. The Enfield population is stable, but there is ongoing new home construction.

Benchmarking Residential Properties

Primary energy end-uses include heating, cooling, hot water, lighting, and various plug loads, including appliances. Energy use in Enfield residences is assumed to be typical of other Connecticut housing stock of comparable age and construction. Newer residential property is assumed to be more efficient by design than older properties due to evolution in building practices and codes to include more insulation and better windows and doors and due to the fact that heating and cooling equipment and appliances are newer and subject to increased government standards.

Opportunity Assessment

Energy-efficiency and renewable energy are equally important priorities. Opportunities for energy efficiency improvement include weatherization (wall and ceiling insulation and whole building air sealing), adding mechanical ventilation, replacing older heating systems with more energy efficient technology, replacing older cooling equipment with more energy efficient technology, temperature setbacks and scheduling through automated controls, improving hot water heaters and better managing hot water use, making lighting upgrades to more efficient technologies, and replacing older inefficient appliances with Energy Star products. Additional benefits of these actions, beyond energy cost reduction, are improved household comfort and health. Investor owned utilities serving Enfield offer a range of economically priced energy efficiency programs and services to assist residential customers to use energy supplied as efficiently as possible. Special government-subsidized programs are also available from Community Action Agencies to assist income-eligible residents.

Renewable energy opportunities in residential properties are primarily the installation of solar photovoltaic (electricity generating) systems and solar thermal (hot water generating) systems on south facing roofs. Burning wood could be an economical way to satisfy some space heating requirements of some residents, or using self-feeding pellet stoves. Ground-coupled heat pumps might be cost effective in some situations. While use of renewable energy is generally a buyer's choice and expense, there are an increasing number of group purchase programs to make these choices more cost-effective.

Goals and Strategies

Existing homes

Goal #1: Assist at least 20% of households to achieve 20% energy reductions over five years

The Town and ECEC will develop an effective methodology for expanding household participation in energy upgrades, targeting residents of existing housing stock and assisting them to use programs,

services, and methods, as appropriate to their ownership status to reduce energy consumption and expense.

Strategy 1: Make energy information and inspiration available to all residents on a regular basis.

Create a formal public outreach initiative that is organized as appropriate by market segments, such as owner-occupied single-family homes, tenants and landlords, condominiums, and low-income households.

Specific actions can include:

- Incorporate creative educational and social marketing strategies to help people understand energy-saving opportunities and inspire them to act. Use Challenge campaigns, Energy Expos, Town website, Town-sponsored events, newsletters, etc., and address resident groups such as homeowner and neighborhood associations.
- Promote websites such as Energizect.com, EPA.gov, Department of Energy's Energy Saver section
- Engage local vendors of energy products and services in events to make presentations.
- Engage community volunteers who already have installed energy-efficiency measures, solar or geothermal systems, heat pumps and other new technologies as "ambassadors" to answer questions and address concerns of prospective buyers.
- Collaborate with local non-governmental organizations engaged in energy outreach.

Strategy 2: Push residents to use existing resources for energy efficiency and track participation

1. Partner with utilities and agencies to bring certified auditors and technicians from established efficiency programs to Enfield's homes, target groups with specific needs and opportunities.
 - **Owner-occupied homes:** Supplement direct outreach by service providers with locally initiated neighborhood, block-based, market channell outreach strategies, partnering with Home Energy Solutions contractors, civic associations and other membership organizations to engage households at a significant scale. Consider organizing a neighborhoods competition to spark interest in home energy audits throughout the neighborhoods in town.
 - **Tenants:** Develop specialized service packages for tenants based on steps they can take on their own with landlords on energy initiatives. Reach out to and educate larger landlords.
 - **Condominiums:** Approach condominium associations to identify opportunities and mitigate constraints for energy efficiency upgrades that benefit entire buildings as well as individual units. Bring educational presentations to condominium residents in a coordinated manner.
 - **Low-income residents:** Help publicize the Home Energy Solutions-Income Eligible (HES-IE) program of Energize-CT that provide free home assessments and energy-saving services; collaborate with Neighborhood Services to bundle and integrate energy outreach with healthy home services such as asbestos and mold removal.
2. Supporting energy-efficiency upgrades in renovations by providing information through the building department when permits are issued. If possible, fast track those permits and inspections involving energy efficient upgrades.
3. Track and publicize how much and what has been done by Enfield residents by market segment to reduce their energy use.

Goal #2: Increase the number of solar installations in town by at least 50% per year

The ECEC had a successful Solarize Enfield campaign in 2013 and 2014, increasing the visibility of photovoltaic systems in the Town. As solar systems become more widespread, familiar with their appearance and public acceptance should grow, with early adopters being joined by “just plain folks”.

Strategy 1: *Evaluate success and challenges of Solarize Enfield 2013-14 and develop an annual outreach campaign incorporating lessons learned and new incentives.*

Strategy 2: *Integrate outreach for solar PV with complementary technologies that reduce fossil fuel consumption such as air source heat pumps.*

There are electric-based heating and cooling technologies that can be cost effective alternatives to conventional fuels if the electricity required is generated from a renewable source. Integrating PV with such technologies can be attractive.

Strategy 3: *Investigate and market cost-effective solar thermal technologies for dedicated outreach campaigns.*

Solar thermal is widely in use in many countries and even other areas of the U.S. It was a growing technology here in the 1980's and 1990's until market changes caused vendors and suppliers to disappear. New technologies and vendors are bringing solar thermal back, but outreach is needed to bring consumers back to it.

Strategy 4: *Address any zoning or regulatory barriers to PV installation*

For example, work with historic district commission to establish guidelines for renewable energy installation in the historic district

New Construction

Goal #1: Have all new residences constructed in Enfield going forward qualify for ENERGY STAR status

In Connecticut, there have been **9,750** ENERGY STAR certified homes built to date. **432** ENERGY STAR certified homes have been built in 2014 thus far, and **361** ENERGY STAR certified homes were built in 2013. To earn the ENERGY STAR, a home must meet strict guidelines for energy efficiency set by the U.S. Environmental Protection Agency (EPA). Homes achieve this level of performance through a complete package of building science measures including:

- A Complete Thermal Enclosure System – Comprehensive air sealing, properly installed insulation, and high-performance windows work together to enhance comfort, improve durability, reduce maintenance costs, and lower monthly utility bills.
- A Complete Heating and Cooling System – High-efficiency systems are engineered and installed to deliver more comfort, better moisture control, improved indoor air quality, quieter operation.
- A Complete Water Management System – A comprehensive package of best building practices and materials protects roofs, walls and foundations from water damage, provides added protection, and reduces the risk of indoor air quality problems.

- **Energy-Efficient Lighting and Appliances** – ENERGY STAR certified lighting, appliances, and fans are commonly installed throughout ENERGY STAR certified homes, helping to reduce monthly utility bills, while providing high-quality performance.

To ensure that a home meets ENERGY STAR guidelines, third-party verification by a certified Home Energy Rater (or equivalent) is required. This Rater works closely with the builder throughout the construction process to help determine the needed energy-saving equipment and construction techniques and conduct required on-site diagnostic testing and inspections to document that the home is eligible to earn the ENERGY STAR label.

Strategy 1: Identify who is building residential properties in Enfield, educate them about ENERGY STAR homes, and encourage them to join the program and follow Energy Star guidelines in new projects.

Strategy 2: Provide incentives such as accelerated and/or streamlined permitting, discounted or delayed permit fees, priority field inspections, priority with code processing, increased density allowance, reduced grid hookup fees for ENERGY STAR certified homes.

Goal #2: Make all new construction “solar-ready”

Solar-ready homes have been built with roofs facing south, roof structures strong enough to accommodate the weight of solar equipment, and have planned for wiring requirements of systems. Enfield can facilitate solar adoption in new construction by establishing solar-friendly zoning and design guidelines that are in line with community aesthetics and that require solar-readiness in new construction.

Resources for Financing Residential Energy Improvements

Financing from Connecticut, electric utilities, and banks to support home energy upgrades include:

Small loan pilot: CL&P customers can borrow \$1000-\$3000, 0% interest for insulation, certain water heaters. Repayment is on electric bill. No credit check is required if electric bill has been paid on time.

Insulation and Appliances: (CL&P offers low-interest (2.99% to 6.99%) loans for measures recommended by Home Energy Solutions. \$3000 to \$25,000 loans for insulation, heating/ cooling systems, water heaters. Up to 20% for necessary non-energy improvements.

CT Housing Investment Fund Energy Conservation Loans: Low interest, income guidelines apply. Info: <http://www.chif.org/page/energy-conservation-loan-program>.

Smart-E: <http://www.energizect.com/smart-e> finances many energy efficiency or renewable energy measures. Up to 20% of the borrowed amount can be used for health and safety upgrades (i.e. asbestos or lead remediation), roof repair, EnergyStar small appliances, or other related measures.

Cozy Home: This program has same rules as Smart-E, but designed for residents earning below 80% of Area Median Income. Details at <http://hdf-ct.org/lending-products/cozyhome> or call (888) 232-3477.

Commercial & Institutional Energy Strategy

Enfield's commercial and institutional energy strategy targets commercial buildings occupied by businesses and by institutional users such as private schools, health-care, and other non-profit organizations. Occupants may be owners of properties or tenants within those properties. This market sector includes both older existing properties, as well as recent or future new construction.

Energy cost savings are available to be invested in service offerings and in other areas of business operations.

Benchmarking Commercial and Institutional Properties in Enfield

Primary energy end-uses in this market sector include heating, cooling, hot water, lighting, and various plug loads, and may also include business-specific process energy use. Energy use by Enfield's commercial and institutional buildings is assumed to be typical of other Connecticut properties of comparable age and construction.

Opportunity Assessment

Opportunities for energy efficiency improvement include weatherization (wall and ceiling insulation and whole building air sealing), adding mechanical ventilation, replacing older heating systems with more energy efficient technology, replacing older cooling equipment with more energy efficient technology, temperature setbacks and scheduling through automated controls, improving hot water heaters and better managing hot water use, making lighting upgrades to more efficient technologies, and replacing older inefficient equipment with Energy Star products. Investor owned utilities serving Enfield offer a range of economically priced energy efficiency programs and services to assist commercial customers to use energy supplied as efficiently as possible.

Goals and Strategies

Goal: Reduce energy use by as many businesses as possible by 20% over the next five years

Strategy 1: Outreach and education

The Town, through its committee structure and in cooperation with the Clean Energy Committee, should develop and implement an outreach program for energy-efficiency and renewable energy upgrades, including business-oriented outreach through the Chamber of Commerce, Rotary and other service organizations, and town-sponsored events such as business breakfasts.

Strategy 2: Publicize local success stories

Engage local businesses and institutions that have implemented energy improvements as "energy ambassadors" who can inspire others to do the same. Focus on high-impact businesses such as restaurants, health clubs and other gathering places; hardware stores and other points where the building trades come together; high-profile commercial centers such as the malls; and well established institutions such as houses of worship. Develop case studies, gather testimonials, and wherever possible, involve business leaders as peer mentors with their colleagues.

Strategy 3: Encourage participation in utility programs and services and available financing programs

Advise businesses to take advantage of utility services and targeted financing options such as the Connecticut Green Bank's loan program, C-PACE, and integrate education about these options with the overall package of business services provided by the Town of Enfield.

Strategy 4: Encourage use of renewables

Recognizing that public policies can affect the ability of building operators to use renewable energy, the Enfield Clean Energy Committee will work with relevant agencies, boards and commissions to prepare for the Town Council specific policy recommendations to overcome barriers, and specifically to:

- Identify and remove any zoning barriers to the utilization of renewable energy for business sectors, such as agriculture
- To support local joint ventures in renewable energy and expand access for commercial and institutional building owners regardless of their orientation and shading conditions, advocate for expanded virtual net metering without restriction among Connecticut electric customers.

Resources for Financing Commercial and Institutional Energy Improvements

C-PACE: Commercial and Industrial Property Assessed Clean Energy: C-PACE is a financing program of Connecticut's Green Bank, designed to reduce energy costs and greenhouse gas emissions. It offers affordable financing to property owners to undertake energy efficiency and clean energy improvements on their buildings. Businesses who are approved for the program repay investments through a benefit assessment on their property tax. C-PACE requires no money down, providing 100% upfront financing to the owner for various energy efficient upgrades.

C-PACE payback schedules are specifically structured so that projects will be cash flow positive. The dollars saved through energy upgrades are sufficient to cover the loan payments. C-PACE repayment obligations are attached to the property, not the owner. If the facility changes ownership, the new owner takes on both the payback responsibility and the energy-saving benefits including permanent savings after the loan is repaid.

SBEA: Small Business Energy Advantage Program: Businesses interested in reducing energy usage and upgrading to energy efficient equipment can also take advantage of SBEA. The program offers no-cost, no obligation audits of business facilities and makes recommendations to save energy and money through energy efficient upgrades. The program offers incentives from Connecticut Light and Power, and low interest on-bill payment plans to make energy efficiency an achievable goal.

Next Steps

Guiding Principles

The ECEC asks that the Enfield town government follow these guiding principles as it manages the Town's resources and addresses the needs and interests of Town residents and businesses

Plan for our Energy Future

We hope that energy considerations can be formally integrated into future planning, decision-making, and operations. This will ensure that energy impacts of decisions made are naturally and proactively addressed, rather than treated as a separate topic.

Specifically, we suggest that:

1. Increasing energy efficiency and using clean energy sources is a formally addressed and considered in all Town planning and development efforts, focusing on life cycle cost benefits and other advantages that can be gained by this approach and that all public sector building or renovation projects include renewable backup power and energy storage, to the extent that this is cost-effective.
2. The Town requires an opportunity assessment for micro-grids in all neighborhood and district development plans, preparing to make full use of Connecticut's micro-grid funding program and attract private investment. There should be a community-based energy security plan using renewable energy in combination with backup generators and energy storage to ensure reliable access to electricity in an extended power outage.

Avoid lost opportunities for increasing energy efficiency and renewables in operations

The Town should make every effort to maximize energy efficiency and renewable energy deployment in new construction and renovation of schools and public buildings, and make results and benefits visible through performance monitoring, exhibits, and signage. To that end:

- Reduce lighting, heating, cooling, and other electricity consumption wherever possible through improvements to operations and maintenance, the use best available energy technology, and the replacement of aging energy infrastructure with equipment with the lowest life cycle cost
- Embrace the use of natural lighting and green infrastructure (green, light or reflective roofs, living walls, rain gardens near usable outdoor spaces for natural cooling), and passive solar design in buildings
- Set a standard of solar-readiness for new buildings, and secure increasing percentages of energy from renewables from any workable combination of onsite generation, virtual net metering and purchase of Renewable Energy Credits.

Commit to Making Enfield an Energy-Smart Community

Energy improvements should not be made only once. There are continuous opportunities for improvement as technologies and project economics change. Enfield can distinguish itself by, not only

promoting widespread participation in current state and utility-sponsored energy programs, but also helping citizens become wise users of energy and discriminating customers in the energy marketplace.

Partner with the schools for energy education at every learning level

The Town's investment in its schools is great and growing. We suggest that the Town create an energy curriculum that encourages and highlights energy topics in STEM education for K-12 and adult education, as well as providing community-based programs through the Enfield Clean Energy Committee.

Help Educate Consumers

Consumer education and fact-based advocacy should be a priority in the Enfield Energy Strategy. The marketplace is filled with energy products and services of inconsistent quality and claims. The Town should broadly distribute the useful educational resources available through Energize-CT, for "101 level" introduction to energy concepts and resources and build on these with advanced materials collected and developed by the Enfield Clean Energy Committee that address community needs and opportunities.

Implementation

Finally, the Clean Energy Committee recommends that Town Council formally endorse the vision presented in this document, along with the goals suggested.

Implementing Enfield's Energy Strategy will be a shared responsibility.

- Political leadership at the highest levels of town government will be required to encourage the use of sound energy criteria in government operations. Town Council approval is needed for policies and major investments.
- Town staff will make decisions that concretely integrate energy criteria into purchasing and operations, as well as develop recommendations for our future energy infrastructure, in consultation with the Council and Clean Energy Committee.

Enfield's Energy Strategy addresses not only government operations, but also making energy savings and cleaner choices easily available to the entire Enfield community. The Enfield Clean Energy Committee, tasked with promoting energy efficiency and renewable energy town-wide, envisions having an ongoing role in implementation.

Full implementation will include:

- Town Council by resolution applying the strategy to government operations, planning and development, and programming, and directing town staff accordingly;
- The Enfield Clean Energy Committee establishing implementation plans for the aspects of the strategy that involve residents, businesses and institutions;
- Committee, Council, and staff creating a timeline for actions, metrics for outcomes, and a mechanism for periodic evaluation of successes and refinement of strategies.



TOWN OF ENFIELD

November 6, 2014

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Postage for Town Manager at \$1,045.20

Councilors:

Highlights:

- For a resident survey to assist in development of a Strategic Communications Plan
- Covers mailing and stamped return envelopes for survey
- Sample size will be 1,200 randomly selected residences throughout Enfield and website participants

In order to better develop a comprehensive communications plan for our external outreach of governmental actions, issues, and news, it is important to hear directly from those who live in the community on how they receive governmental news and updates. Not all residents are comfortable using a computer or have immediate access to a computer in their homes, therefore it is necessary to use both mailed surveys as well as an online survey.

This survey will help town staff understand the current flow of information and how best to communicate to the public so that as many residents are included in our outflow of information and in various media.

Budget Impact:

Use of communications budget fund to develop communications plan.

Recommendation:

For Council to approve the attached resolution.

Respectfully Submitted,

Derrik M. Kennedy
Assistant Town Manager

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO: Town Manager

Postage	10120000-553500	\$1045.20
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FROM: Town Manager

Other Professional Services	10120000-533900	\$1045.20
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CERTIFICATION: I hereby certify that the above-stated funds are available as of November 6, 2014.


A. Lynn Nenni, Director of Finance

APPROVED BY:  Town Manager

Date: 11/13/2014



TOWN OF ENFIELD

November 7, 2014

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Town Clerk Historical Documents Preservation Grant \$7,500

Councilors:

Background:

- The Town of Enfield received a Historical Document Preservation Grant in the amount of \$7,500 for FY 2014-2015.
- The funds have been approved for a project to microfilm and rebind land and vital record indexes.
- The attached Request for Transfer of Funds will distribute the grant funds to the appropriate account.

Budget Impact:

As this is a distribution of grant dollars received, there is no budget impact.

Recommendation:

That the Enfield Town Council approve the transfer of \$7,500 to the appropriate account to fund the grant project.

Respectfully Submitted,

Suzanne F. Olechnicki
Town Clerk

Attachments:

1. Resolution.

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO:	Town Clerk		
	Historic Document Preservation Grant		
	Technical Services	10160100-534000	\$7,500
 FROM:	 Miscellaneous State Revenue		
		10040000-413699	\$7,500

CERTIFICATION: I hereby certify that the above-stated funds are available as of


A. Lynn Nenni, Director of Finance

APPROVED BY:  **Town Manager**

Date: 11/13/2014



November 7, 2014

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing Town Manager to Enter Into Agreement with Bay State Textiles

Councilors:

Highlights:

- Recycling and diversion of materials in the waste stream saves money for Enfield taxpayers.
- CT DEEP is encouraging municipalities to increase diversion and recycling rates.
- Based on industry estimates, there are approximately 440 tons of recyclable textiles in the waste stream currently collected by the Town of Enfield.
- Public Works staff has participated in a procurement process for textile recycling through the Central Connecticut Solid Waste Authority (CCSWA) comprised of a subset of CRCOG municipalities.
- A summary of the procurement process and the list of acceptable materials is enclosed.
- A firm has been selected by the regional agency and a Master Agreement has been executed between CCSWA and the firm (Bay State Textiles, Inc.).
- The Town must execute a Participation Agreement with the selected firm.
- Textile collection boxes would be limited to two locations under control of the Department of Public Works (40 Moody Road and the Transfer Station on Ecology Drive).

Budget Impact:

- There is no cost to the Town of Enfield. The selected vendor will pay the Town of Enfield \$100 per ton for textiles collected and we will avoid disposal costs of over \$60 per ton, a net gain to the Town of \$160 per ton.
- If we capture 20% of the available material, Enfield taxpayers would save almost \$15,000 annually.

Recommendation:

Approval of the enclosed resolution.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jonathan S. Bilmes".

Jonathan Bilmes, PE
Public Works Director

Attachments:

1. Resolution
2. Procurement Process Summary
3. Fact Sheet Including Examples of Acceptable Textile Materials

**ENFIELD TOWN COUNCIL
RESOLUTION NO. _____**

**RESOLUTION AUTHORIZING TOWN MANAGER TO ENTER INTO A
AGREEMENT WITH BAY STATE TEXTILES, INC.**

WHEREAS, Recycling and diversion of materials in the waste stream saves money for Enfield taxpayers and is consistent with state law and regulations;

WHEREAS, textiles have been found to account for up to 5% of the waste in landfills;

WHEREAS, the Town of Enfield is a member of the Central Connecticut Solid Waste Authority (CCSWA) and Public Works staff has participated in a procurement process for textile recycling through the CCSWA;

WHEREAS, Bay State Textiles, Inc. was selected to provide textile recycling services by the CCSWA;

WHEREAS, a Master Agreement has been executed between CCSWA and Bay State Textiles, Inc;

WHEREAS, the Town of Enfield wishes to participate in this textile recycling program and to do so must execute a Participation Agreement with Bay State Textiles, Inc;

WHEREAS, the Town's participation in this recycling program is consistent with prior actions related to waste diversion and recycling drop off services at 40 Moody Road and the Transfer Station on Ecology Drive;

WHEREAS, the location of the textile collection boxes are delineated in the Participation Agreement and would be limited to two (2) locations, 40 Moody Road and the Transfer Station on Ecology Drive; and

WHEREAS, participation in the CCSWA initiated textile recycling program has the potential to save the Town of Enfield in excess of \$15,000 annually.

NOW, THEREFORE, BE IT RESOLVED that the Enfield Town Council hereby authorizes the Town Manager to enter into a Participation Agreement related to textile recycling with Bay State Textiles, Inc.

Textile Recycling Services RFP

Selection Process and Summary Description of Agreement

CCSWA issued an RFP for textile recycling services to create a regional post-consumer textile waste collection and recycling program. The RFP was issued on December 18, 2013 with a deadline of January 29, 2014 for submittal of proposals. CCSWA received proposals to the RFP from Bay State Textiles, Inc., Planet Aid and Wearable Collections.

A selection committee reviewed the proposals and invited Bay State Textiles and Wearable Collections to an interview. The selection committee deemed the proposal submitted by Planet Aid to be non-responsive. The selection committee consisted of Jonathan Bilmes (Enfield), Mike Bisi (Glastonbury), Jeff Bridges (Wethersfield), Marilyn Cruz-Aponte (Hartford), Jim Hayden (East Granby), Brooks Parker (Manchester), Joyce Stille (Bolton), and Hedy Ayers (CRCOG).

The interview panel (comprised of Bilmes, Bisi, Hayden, Stille and Ayers) conducted the interviews on March 7, 2014. On the basis of the firms' proposals, reference checks and the question and answer sessions, the interview panel unanimously identified Bay State Textiles as the preferred firm for the textile recycling services. The selection was based upon the following criteria:

- Qualifications and Experience
- Understanding of the Project and Objectives
- Proposed Scope and Ability to Perform
- Local/Community Benefits
- Cost Avoidance/Revenue Generation

A negotiated contract was recommended by the CCSWA Finance Committee and approved by the CCSWA Executive Committee on June 18, 2014.

The contract consists of a Master Agreement, which sets out the main provisions of the contract, and a Participation Agreement, which individual municipalities sign in order to participate in the program.

The Master Agreement requires Bay State Textiles to accept for recycling all textile recyclables that are collected from a participating municipality in designated collection containers. Bay State will pay a participating municipality \$100/ton of material collected. Collection occurs approximately every 14 days, or at a frequency mutually agreed with the municipality and specified in the Participation Agreement. The number, location and type of collection containers are set forth in each municipality's Participation Agreement.

Examples of textile materials to be collected include footwear, clothing and textile accessories, linens, throw rugs, drapes and stuffed animals.

Fact Sheet
Textile Recycling Services Agreement
with Bay State Textiles, Inc.

Municipal members of the Central Connecticut Solid Waste Authority have the option of participating in a Textile Recycling Services contract that the Authority procured earlier this year.

Towns that participate in the contract select municipally-owned locations for collection bins and/or trailers where citizens can deposit acceptable textile materials. The vendor, Bay State Textiles, Inc., is responsible for collecting materials from the containers on a regular schedule (typically every 2 weeks). In addition to benefiting from the diversion of textile materials out of the MSW stream, Towns will receive from Bay State a fee of \$100/ton of materials collected.

The contract for textile recycling services with Bay State Textiles follows a similar structure to the solid waste disposal contracts that were procured by CCSWA in 2011. A Master Agreement sets out the major provisions of the contract. The Participation Agreement allows for voluntary participation in the contract by individual member municipalities.

Major Provisions of the Master Agreement

- Requires Bay State to accept for recycling all textile recyclables that are collected from a participating municipality.
- Requires Bay State to provide and maintain in good condition the collection boxes and trailers.
- Requires Bay State to collect materials from boxes or containers every 14 days (or a different schedule if specified in Participation Agreement)
- Provides for a \$100/ton fee to be paid by Bay State to participating municipalities for textile materials collected.
- Requires participating municipalities to pay to CCSWA an administrative fee of 3% of fees collected (5% for non-CCSWA municipalities).
- Requires Bay State to provide monthly reports of total tonnage collected by municipality and annual reports of tonnage exported vs. tonnage shipped domestically.

- Non-compete provision prohibits participating municipalities from entering into contracts with other providers of textile recycling services. However, exemptions may be made in the Participation Agreements for organizations already providing textile recycling services in a municipality.

Major Provisions of the Participation Agreement

- Provides for a 3-year base contract with two 2-year extensions and a reopener on the per ton fee after years 3 and 5.
- Specifies numbers, types, locations and collection schedules for all collection boxes and trailers to be located in municipality (Exhibit A).
- Provides for individual public information and marketing strategies within participating municipalities (to be described in Exhibit B).
- Allows for exceptions to non-compete clause in Master Agreement.

Examples of Acceptable Textile Materials

- Footwear: Shoes, Boots, Sneakers, Heels, Work Boots, Cleats, Pumps, Dress Boots, Slippers, Sandals, Winter Boots, Flip Flops
- Clothing: Tops, Pants, Undergarments, Sweaters, Jeans, Socks, Sweatshirts, Sweatpants, T-Shirts, Dresses, Skirts, Slips, Tank Tops, Shorts, Pajamas, Blazers, Slacks, Coats
- Accessories: Hats, Gloves, Scarfs, Pocketbooks, Duffle Bags, Totes, Belts, Ties, Bathrobes
- Linens: Sheets, Pillows, Comforters, Blankets, Dish Towels, Throw Rugs, Draperies, Table Linens, Placemats
- Stuffed Animals



Acceptable Items for Recycling

All of the following can be donated in any condition as long as it's clean and dry:

Footwear:

Shoes	Boots	Sneakers
Heels	Work Boots	Cleats
Pumps	Dress Boots	Slippers
Sandals	Winter Boots	Flip Flops

Clothing:

Tops	Pants	Undergarments
Sweaters	Jeans	Socks
Sweatshirts	Sweatpants	T-Shirts
Dresses	Skirts	Slips
Tank Tops	Shorts	Pajama's
Blazers	Slacks	Coats

Accessories:

Hats	Gloves	Scarfs
Pocketbooks	Duffle Bags	Totes
Belts	Ties	Bathrobes

Linens:

Sheets	Aprons	Comforters
Blankets	Dish Towels	Throw Rugs
Draperies	Table linens	Placemats

Stuffed Animals

In any condition, 95% of all textiles can be recycled or reused

Reduce - Reuse - Recycle



TOWN OF ENFIELD

November 10, 2014

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Accepting the "Revised Zoning Enforcement Inspector/Property Maintenance Inspector" Job Description.

Councilors:

Highlights:

- We have recently taken the opportunity to re-examine the Zoning Enforcement Supervisor position and we propose that using 2 part-time zoning enforcement inspectors in the field will be more productive for the Town than one supervisor position spending time both in the office and out in the field.
- This PT zoning enforcement inspector position was modeled on the property maintenance inspectors who currently conduct our blight work; the hope is that all of these PT inspector positions will be cross-trained and able to conduct both blight and zoning enforcement work in the future.
- As part of the upcoming Budget process, I will submit a comprehensive staffing plan for planning and zoning.
- Funding for these positions will be taken from the previous Zoning Enforcement Supervisor salary and benefits so there is no negative budget impact.
- With these new positions, the Code Enforcement Division of Development Services Department will have the resources to enforce and administer the Town Zoning Regulations for the residents and businesses of the Town of Enfield.

Budget Impact:

The Town of Enfield fiscal year 2014-2015 budget will not be impacted.

Recommendation:

I recommend that the Council approve this resolution.

Respectfully Submitted,

Courtney Hendricson
Assistant Town Manager, Development Services

Attachments:

1. Resolution
2. Job description: ("Part Time Zoning Enforcement/Property Maintenance Inspector").

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Accepting the “Revised Zoning Enforcement Inspector/Property
Maintenance Inspector” Job Description.**

Resolved, that in accordance with Chapter VII Section II of the Town Charter the Enfield Town Council does hereby amend the classification plan to include the following revised Job Description in the Town budget for FY 14-15 for the Development Services Department.

Prepared by C. Hendricson
November 10, 2014

TOWN OF ENFIELD

TITLE: Part Time Zoning Enforcement/Property Maintenance Inspector
WAGE: \$19/hr~~\$15,000/yr.~~¹

DEPARTMENT: Community Development Division~~Development Services~~

DATE: August 6, 2012~~November, 2014~~

GENERAL STATEMENT OF DUTIES: This is a responsible position, enforcing and administering the provisions of the Town Zoning Regulations and Property Maintenance Code, ~~coordinates and administers Code Enforcement Team meetings and activities.~~

SUPERVISION RECEIVED: Works under the direction of the Community Development Director/Assistant Town Manager, Development Services or his/her designee.

SUPERVISION EXERCISED: None

ESSENTIAL JOB FUNCTIONS: Enforces and administers provisions of Town Zoning Regulations and Property Maintenance Codes; follow up on cases of zoning violation and blight by responding to complaints, performing site inspections, preparing violation notices and follow-up through adjudication of complaints. Proactively seeks out neglected properties and zoning violations by patrolling town streets and neighborhoods. Coordinates zoning business~~Code Enforcement Team meetings, business~~ and activities. Works closely with other public and private enforcement agencies and departments.

OTHER JOB FUNCTIONS: Makes recommendations on improving Town Zoning Regulations and Property Maintenance codes and zoning and blight enforcement system; performs related work as required. Track complaints using available software.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work is performed mostly in an outdoor and automobile patrol setting. Work requires the inspection of various developments, residential neighborhoods, village centers, commercial area, and construction sites. Some office work is required including; filing, reporting, writing letters, making phone calls, corresponding via email, and meeting with complainants, property owners, and violators. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear and use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

¹ ~~The salary for this position is subject to periodical change as determined by the Town Council.~~

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee primarily works in outside weather conditions. The employee occasionally works near moving traffic, may need to access remote places and is occasionally exposed to wet and/or humid conditions or airborne particles. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of municipal code enforcement activities and zoning activities and a general understanding of state/federal regulations and standards as they apply to commercial and residential property maintenance and zoning; knowledge of the materials, methods and techniques used in building construction; ability to recognize housing and property code violations and hazardous conditions created by deterioration; ability to read and interpret rough and finished construction plans and specifications; ability to establish and maintain effective working relationships with staff personnel, tenants, property owners, and the general public; ability to express oneself clearly and concisely, orally and in writing; ability to use initiative, tact and judgment in carrying out assignments and engaging in situations which can be contention and stressful; knowledge of code compliance methods.

EXPERIENCE AND TRAINING: High School diploma or GED and a minimum of five (5) years experience in municipal or private practice in the field of code enforcement/zoning.

Must possess valid driver's license.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



TOWN OF ENFIELD

November 12, 2014

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing Town Manager to Enter into Agreement with East Central Narcotics Task Force

Councilors:

Highlights:

- ECN is comprised of police officers from Manchester, Vernon, Glastonbury and South Windsor police departments.
- The Task Force derives its multi-agency law enforcement authority from the Metro Police Services Agreement approved and signed by each participating agency.
- The Task Force is headquartered in Manchester CT and is supervised by a Sergeant and Lieutenant from the Manchester Police Department.

Enfield Police Department recognized that an organized and sustained narcotics investigation plan was required in order to combat the sale and use of illegal narcotics within the Town of Enfield. The department has had considerable success through the use of existing personnel assigned to narcotics work. It has become clear that additional resources are required in order to fully impact the narcotics trade. By joining ECN, this agency will have access to an experienced group of investigators as well as vehicles and equipment not otherwise available.

Budget Impact:

There will be no impact on the budget as there are no costs beyond the assigned officers salary and benefits.

Recommendation:

That the Town Council authorize the Town Manager to enter into the agreement with ECN for the 12 month period as specified in the attached MOU.

Respectfully Submitted,

Matthew W. Coppler
Town Manager

Attachments:

1. Resolution
2. Agreement

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Authorizing the Town Manager to Sign a Memorandum of Understanding
With East Central Narcotics Task Force**

BE IT RESOLVED, that the Enfield Town Council does hereby authorize the Town Manager to enter into a Memorandum of Understanding with Eastern Central Narcotics Task Force for a period of 12 months from the time the Memorandum of Understanding is signed.

Prepared by: Gary Collins
Date: 11/12/2014

**Memorandum of Understanding
Training Participation in East Central Narcotics Task Force
By Enfield Police Department**

The East Central Narcotics Task Force (ECN) is a regional cooperative narcotics investigation unit. The Task Force is comprised of police officers from the Manchester, Vernon, Glastonbury and South Windsor police departments. The Task Force derives its multi-agency law enforcement authority from the Metro Police Services Agreement approved and signed by each participating agency.

The Task Force is headquartered in Manchester, CT and is operated from a surreptitious location in an effort to protect the assets and personnel assigned. The location of the operational headquarters is not generally known to officers beyond those assigned to the Task Force.

The Task Force is supervised by a sergeant and lieutenant from the Manchester Police Department.

The Town of Enfield, CT police department will assign one or more officers to the East Central Narcotics Task Force for the purpose of training in conducting narcotics investigations.

The following recitations set forth the expectations of the Enfield Police Department:

1. The officer(s) assigned will be deemed suitable for the performance of undercover narcotics work. Suitability will be determined through collaboration with Task Force leaders and Enfield PD managers.
2. Enfield PD agrees to provide the assigned officer(s) with all of the equipment necessary for the assignment. Such equipment shall include a vehicle suitable for the performance of covert narcotics investigations and other equipment as identified by the Task Force supervisor.
3. Enfield PD agrees to provide all normal and customary compensation to the assigned officer(s) to include regular wages, overtime compensation, accrued time compensation, health insurance, workers compensation coverage and professional liability insurance.
4. The work schedule for the Task Force will generally be determined by the Task Force supervisor. The Task Force supervisor will be informed by the Enfield officer of anticipated and unanticipated absences from duty.
5. Enfield PD will not share in any portion of assets forfeited as the result of an investigation in which their officer(s) is involved, except in the case of assets which are seized as the result of an investigation that takes place in the town of Enfield and is the result of their officer's participation in Task Force activities.
6. If assets as referred to in item 5 are seized as the result of an investigation that takes place substantially within the town of Enfield. Then such assets shall be divided with 50% of such assets going to the Town of Enfield and 50% of such assets going to the Task Force. The portion awarded to the Task

Force shall then be divided in the customary manner among the four Task Force agencies.

7. The location of the task forces operational headquarters, once known to the Enfield officer(s), will remain confidential and will not be disclosed to any other persons or non-Task Force officers.
8. The training participation by Enfield PD will be for a period not to exceed 12 months from the date of signature, at which point, ECN Board of Directors and Enfield PD will determine if the agreement is to be extended, or terminated.

For the Board of Directors, ECN:

Signature

Date

For the Town of Enfield Police Department:

Signature

Date

CA

McCarthy, Debra

From: Keller, Mary
Sent: Wednesday, November 05, 2014 8:59 AM
To: McCarthy, Debra; Matthews, Maya
Cc: Arnone, Tom; 'Bill Lee'
Subject: Michael Waterhouse

Good morning –

Michael Waterhouse resigned from the Cultural Arts Commission last night. He is moving to Massachusetts this month.

Mary Keller
Recreation Supervisor
Enfield Recreation Department
860-253-6421
mkeller@enfield.org

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 06/08/2014
Name: Marie E. Davis
Address: 201 North Maple St
Telephone No. (Home): 860-508-0296 (Work): 860-668-3810 x3136
Occupation: School Administrator E-Mail: Mdavis@suffield.org
Registered Voter: ☒ Yes ☐ No Party Affiliation: Democrat

Board, Commission or Agency
Interested in: Cultural Arts Commission

☒ New Appointment ☐ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

I have a deep love and life long appreciation for the arts and culture, and have a strong belief that there are positive powerful effects when the arts and culture are used to bring a community together. Also, I have a passion for community involvement!

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☐ Yes ☒ No

If so, please state name of Board, Commission or Agency and time served:

If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☒ Yes ☐ No

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 11/06/2014
Name: Raymond A. Bouchard
Address: 23 Pheasant Hill Drive, Enfield, CT
Telephone No. (Home): 860-741-0370 (Work):
Occupation: Retired E-Mail: bouchard.raymond@sbcglobal.net
Registered Voter: ☒ Yes ☐ No Party Affiliation: Unaffiliated

Board, Commission or Agency
Interested in: Clean Energy Committee

☒ New Appointment ☐ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

I am very interested in alternative, clean energy sources to be used by homeowner, businesses as well as governmental buildings.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☐ Yes ☒ No

If so, please state name of Board, Commission or Agency and time served:

If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☒ Yes ☐ No

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 11/07/2014
Name: April Mattoon
Address: 29 Franklin Street
Telephone No. (Home): 860-794-6096 (Work):
Occupation: PCA and Student worker E-Mail: aamattoon@yahoo.com
Registered Voter: ☒ Yes ☐ No Party Affiliation: Democrat

Board, Commission or Agency
Interested in: Fair Rent Commission
☒ New Appointment ☐ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☒ Yes ☐ No

If so, please state name of Board, Commission or Agency and time server:
I am currently a board member of the Enfield Foundation for Excellence in Education.

If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☐ Yes ☒ No

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 10/20/2014
Name: Robert Gillespie
Address: 36 Walnut St
Telephone No. (Home): 860-741-2313 (Work): 860-560-6972
Occupation: Electrician E-Mail: bobg1964@cox.net
Registered Voter: ☒ Yes ☐ No Party Affiliation: Republican

Board, Commission or Agency Interested in: Planning & Zoning Commission
☒ New Appointment ☐ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

Life long resident, retired firefighter from town, involved in the construction field over 20 years.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☐ Yes ☒ No

If so, please state name of Board, Commission or Agency and time server:

If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☒ Yes ☐ No